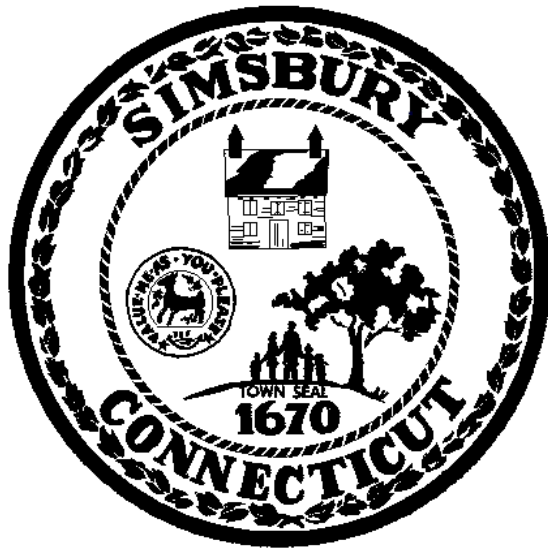


# Board of Selectmen

## Approved Budget

### FY 2021-2022



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# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola - Town Manager*

## MEMORANDUM

**To:** Board of Finance  
**From:** Maria E. Capriola, Town Manager  
**Cc:** Board of Selectmen  
**Date:** March 16, 2021  
**Subject:** FY 21/22 Board of Selectmen Budget

On Wednesday, March 10, 2021 the Board of Selectmen adopted the FY 21/22 operating budget, special revenue funds, and capital improvement plan. Rather than updating the Manager's proposed budget message, below please find a summary of the changes made by the Board of Selectmen to the Manager's proposed operating budget:

Decrease in pension to account for new mortality table and change in amortization period to 20 years	\$(36,383)
Increase for Parks Technician Position	\$96,982
Increase for SPIRIT Council	\$22,000
Increase for Meals on Wheels (funded by Darling Trust)	\$2,000
Increase for Parks Professional Development	\$2,500
Increase for Library materials	\$8,000
Increase for temporary Assessor position (net zero cost due to revenue generated)	\$55,603
Increase for Police de-escalation training	\$8,612

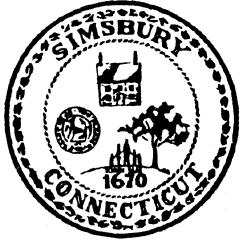
The debt service increase was finalized and reflects an additional increase, up from \$799,416 in my proposed budget to \$1,077,892 (reflected in the Board of Selectmen approved budget). In addition, the Board of Education health insurance line item has been reduced by \$200,000. The total recommended Board of Selectmen operating budget for the Town (excluding cash for capital, debt service, and operating transfers) is \$ 23,952,694, a 3.18% increase.

The following are the summary of changes made to the capital and CNR plans by the Board of Selectmen:

<b>CNR</b> - Add Police training simulator, to be funded from the capital reserve fund	\$65,000
<b>CIP</b> - Increase Meadowood project by \$228,000; changed funding to half bonds half cash	\$96,982
<b>CIP</b> - Removed the following projects:	

- Senior/Community Center
- Town Facilities Master Plan Implementation
- Iron Horse Parking Lot Paving and Lighting
- Landfill Site Improvements
- Dam Evaluation & Repairs (Stoddard Dam Breach)
- Nod Road Reconstruction
- SHS Stadium Facility Renovations Phase II (Storage)
- HJMS - 6th Grade Addition
- SHS Stadium Facility Renovations Phase I (Restrooms, Kitchen)
- SHS Turf Field #2 Construction (No Lighting)
- HJMS Tennis Court Replacement

First Selectman Eric Wellman, Deputy First Selectman Sean Askham and I will present the Board of Selectmen's recommended budget at your March 16<sup>th</sup> Board of Finance meeting. Additionally, our Finance Director, Deputy Town Manager, and several other department heads will be present on March 16<sup>th</sup> in the event that you have questions for staff.



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

*Maria E. Capriola - Town Manager*

February 22, 2021

Members of the Board of Selectmen  
Simsbury Town Hall  
933 Hopmeadow Street  
Simsbury, CT 06070

Re: FY 21/22 Manager's Proposed Operating and Capital Budgets

Dear Board of Selectmen Members:

Attached please find the Manager's proposed operating and capital budgets for the Town of Simsbury, for FY 21/22. When developing the budgets I had the following objectives in mind:

- Maintain current services and programs while adapting to our current pandemic environment
- Advance Board of Selectmen initiatives and priorities in areas such as financial management, professional development, infrastructure, parks and recreation, and economic development
- Maintain and invest in existing assets and infrastructure with a focus on cash-to-capital for ongoing and routine capital needs. Develop and introduce a 6-year plan for technology related capital needs. Refine capital budgeting based upon final results of the Parks and Open Space Master Plan and preliminary results of the Town's Facilities Master Plan
- Strengthen our long-term financial stability by maintaining or increasing Fund Balance, maintaining our Health Insurance Fund reserve at or above twelve weeks of expected claims, maintaining our commitment to funding OPEB and pension liabilities, and analyzing the methodology for charges to funds outside of the General Fund

The proposed operating and capital budgets including debt service, Town and Board of Education as presented, are \$105,407,881, an increase of \$2,971,335 or 2.9%. Debt service is the most significant increase to the town budget for the third consecutive year, an increase of \$799,416 or 14.61%. Based on revenue projections, a mill rate of 37.26 mills (excluding Fire District) would be needed to fund the proposed budgets. This reflects a mill rate increase of 0.17 mills (from 37.09 mills), or a tax increase of 0.45%, or \$36 for the year, for a median valued single family home.

The grand list has grown by 2.94% or \$73,866,123 in value. Real estate increased by 1.6% or \$34,500,345, primarily from apartment construction and the new Big Y. Motor vehicle increased by 7.2% or \$14,433,617. Personal property increased by 21.8% or \$24,932,161, largely due to the Tobacco Valley Solar project and the Curaleaf expansion. These numbers are based on the most recent information available but are subject to change based upon the outcome of assessment appeals.

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[townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov)  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

*An Equal Opportunity Employer*  
8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday



Despite our current pandemic environment, local revenues have remained stable and strong with the exception of interest income. Reviewing historic and current revenue trends, we have made increased revenue estimates for the conveyance tax, land recording fees, and building permit revenues.

We have utilized the Governor's proposed budget for estimating state revenues. Under the Governor's proposed budget our ECS revenue was flat at \$6,317,010. This year the Governor did not propose to have municipalities contribute to the Teachers Retirement System.

The proposed operating budget is a \$623,783 (2.59%) increase to Town Government and does not include any service restorations or improvements as a result. There are a number of service restorations and improvement considerations that I have prioritized for your review during budget development should the Board have a desire to enhance services. They are as follows:

- Parks maintenance technician
- Professional development for Parks staff certifications
- Increased funding for library materials for children
- Police de-escalation training
- SPIRIT Council data collection and analysis
- Temporary staffing for the Assessor's Office (to generate revenue/new growth)

If all of the above service restorations and improvements were funded, an additional 0.05 mills, or a mill rate of 37.31 mills (excluding Fire District) would be needed to fund the proposed budgets. This would then result in a tax increase of 0.60%, or \$48 for the year for a median valued single family home (as opposed to a 0.45% tax increase or \$36 for the year for a median valued home).

The Board of Finance guidance presented during the Tri-Board meeting was a budget increase not to exceed 1.5%. During Tri-Board, staff's preliminary estimate of fixed cost increases for the Town would be 3.5%. The Town budget increase of 2.49% exceeds their guidance by 0.99 %. In order to achieve the Board of Finance guidance regarding the budget increase, the budget would need to be reduced by approximately \$250,000.

Besides debt service, some key expenditure budget drivers to the municipal budget are: pension/OPEB increase - \$153,852; anticipated general wage and step increases - \$305,882; impact of the minimum wage increase for staff - \$39,163; correcting historic methodologies that had resulted in overcharging the Parks and Recreation Fund for a number of accounts - \$58,308; a new annual recurring expense for Police body cameras - \$46,158; increase to Police overtime - \$25,000; increase to legal counsel (labor) - \$25,000; and an increase in our Health District assessment - \$15,402.

After a challenging year in FY 20/21 that required the town to reset health insurance "premiums" at an appropriate level to cover expected claims and to rebuild the internal service fund balance, our Health Insurance Fund is now in a stable position. The Health Insurance Fund reserve is projected to be at \$6,286,853, or 42% of expected claims in FY 21/22.

Board of Selectmen priorities helped frame budget development, particularly financial management, professional development, infrastructure, recreation, and economic development. In regards to financial management, the upcoming budget will reflect our first full year of our more permanent arrangement with the Board of Education to share financial management services with the Town, through the oversight of our Finance Director Amy Meriwether. Funds are also budgeted to assist with transition planning due to an upcoming retirement in the Finance Department. A forthcoming restructuring proposal may occur. We also engaged in long-range capital planning and debt modeling with both Town and BOE, completed the Parks

and Recreation Revenue Fund Analysis, completed tax dollar utilization and impact on a median valued home, and completed an update to our financial benchmarking.

In regards to professional development the budget includes funding for continuing education for maintenance of certifications, professional development and the annual leadership retreat for mid and upper level managers, training dollars for larger “group” work and individualized training, tuition reimbursement for staff, and funds for an executive coaching opportunity for an upper or mid-level manager. Economic Development funds are included to maintain contributions to Simsbury Main Street Partnership, the Simsbury Chamber of Commerce, and the Business and Career Center.

Parks and Recreation continues to be a priority. This budget includes a \$9,000 increase to the agricultural supplies budget for Parks due to the discovery of a systemic issue with the Athletic Field Special Revenue Fund. Regrettably, routine agriculture maintenance supplies were being charged to that Fund, such as grass seed and fertilizer. The Athletic Fields Fund was supported by a per player fee paid by our local sports organizations. Due to the pandemic and its impact on youth sports, revenues to the Fund substantially decreased and it can no longer support the cost of the routine agricultural supplies that are needed to maintain our fields, regardless of youth sports play.

This budget also shifts \$58,308 in expenses from the Parks and Recreation Revenue Fund to the General Fund. Staff, with assistance from our actuaries and LAP and workers compensation insurance carrier, engaged in an analysis of costs being charged to the Parks and Recreation Revenue Fund. It was determined that we have historically been overcharging the Revenue Fund for pension (\$30,085), liability insurance (\$2,452), and worker’s compensation insurance (\$20,456). We also identified two expenses that should be paid for by the General Fund: utilities for the Medical Equipment Loan Locker program (\$1,715) and the Department’s phone lines (\$3,600). As a result of this, we did not budget an additional increase to the General Fund contribution to the Parks and Recreation Special Revenue Fund. However, properly allocating the identified expenses to the General Fund does reduce the Revenue Fund budget, while improving equity for our recreation program participants so they are not unfairly paying for these costs which are not attributable to the Fund.

During the 2000’s, the Parks Division lost three staff positions which were never re-authorized. During that same time period, the town acquired a significant amount of open space and continued to expand its trail network, adding to the portfolio of land and trails that the Parks Division is responsible for maintaining. In 2020 our new Hopbrook Landing Park opened, which requires a high level of maintenance. The master plan has identified a need to add 2-3 parks staff members to adequately maintain our parks, facilities, open space, and trails. Management concurs with this recommendation and would suggest that gradually over time we re-build our parks staffing to ensure that our existing infrastructure is properly maintained.

The parks and open space master plan is now complete and capital project priorities for the next 6 years have been identified in the capital plan. The parks and open space master plan has identified a number of capital needs to maintain our existing infrastructure such as: playground replacements; sign replacements; renovations to Memorial Pool and the skate park; improved parking at numerous parks; drainage and irrigation improvements at our athletic fields; and renovations to the Golf Clubhouse. Much of our parks infrastructure is aging. The CNR plan focuses on a number of smaller dollar value parks improvements to our existing infrastructure. Examples include replacement of the ice rink condenser, playground replacements, replacement of rotted park entrance signs, and irrigation replacement for Memorial Park.

The capital and capital nonrecurring (CNR) budgets focus on maintaining our existing assets and infrastructure as opposed to expansion of that infrastructure. Nearly all proposed items fund replacement items such as equipment or vehicles for the fleet, repairs to existing facilities, and repairs and maintenance of our sidewalks and roads. Since most proposed capital items are on-going or routine in nature, the

proposed funding source for CNR items is cash as opposed to bonds. The CNR Fund utilizes the \$416,250 5-year payback method (General Fund cash), includes \$110,958 in cash for capital from the General Fund, and utilizes \$314,000 from the capital reserve.

Bond rating agencies do not want to see transfers out of the General Fund for operating expenses or for “mill rate relief” to offset operating expenditures. However, transfers to capital, health insurance reserve, or for other purposes are more favorably looked upon than transfers for operating expenditures. Based on projections, with the transfer to capital and the anticipated contribution to fund balance, at fiscal year-end 21/22 fund balance would remain at about 16%, which is within the Fund Balance Policy range of 15-17%. The Fund Balance calculation is based on the difference between the budgeted tax collection rate of 98.5% and the anticipated tax collection rate of 99.5%.

We continue to complete studies to better understand and quantify our baseline capital needs. For the third consecutive year we have developed a full six-year plan for the CNR Fund and our smaller value capital needs. This year we developed and have submitted a 6-year plan for our technology needs. I continue to recommend that we do not bond for smaller value and routine capital needs. This approach is to avoid a cycle of bonding for all capital needs and not being able to pay for baseline capital needs in cash, creating more expense to the Town in the long run. For this reason, and for emergency infrastructure needs, I continue to recommend building our capital reserve with funds from capital project close-outs and year-end savings when available.

During the Board’s budget deliberations I have some suggested areas of further policy discussion. They are:

- Outside agency funding requests
- Service restorations and improvements
- Pension and OPEB Trust interest rate assumptions, new mortality tables, and the amortization period
- Possible use of the Capital Fund reserve to fund ongoing and routine capital needs in cash

Additionally, I have some suggested future areas of focus related to budget. They are as follows:

- Continue to monitor state budget/intergovernmental revenue
- Focus on cash-to-capital for ongoing and routine capital needs; complete a town-wide facilities master plan
- Gradually build up the Town’s contribution to the Parks and Recreation Special Revenue Fund
- Evaluate the feasibility of implementing Engineering permit fees, with revenues funding contracted inspection services of utility work impacting our infrastructure

In summary, this budget funds current services and programs, invests in existing infrastructure and assets utilizing cash-for-capital for routine and ongoing needs, and advances Board of Selectmen initiatives such as financial management, professional development, parks and recreation, infrastructure, and economic development.

I want to thank Director of Finance Amy Meriwether, Deputy Town Manager Melissa Appleby, Management Specialist Tom Fitzgerald, and the Leadership Team for their outstanding and dedicated work in assisting with budget development.

Respectfully Submitted,



Maria E. Capriola, M.P.A.  
Town Manager

## FY 2021/2022 BOARD OF SELECTMEN APPROVED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
GENERAL GOVERNMENT	281,709	158,438	281,155	281,155	281,155	-	0.00%	281,155	-	0.00%
<b>TOTAL ADMINISTRATION</b>	<b>281,709</b>	<b>158,438</b>	<b>281,155</b>	<b>281,155</b>	<b>281,155</b>	<b>-</b>	<b>0.00%</b>	<b>281,155</b>	<b>-</b>	<b>0.00%</b>
LAND USE COMMISSIONS	18,922	11,652	25,000	20,000	20,000	(5,000)	-20.00%	20,000	(5,000)	-20.00%
BEAUTIFICATION	100	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>TOTAL BOARDS &amp; COMMISSIONS</b>	<b>19,022</b>	<b>11,652</b>	<b>25,000</b>	<b>20,000</b>	<b>20,000</b>	<b>(5,000)</b>	<b>-20.00%</b>	<b>20,000</b>	<b>(5,000)</b>	<b>-20.00%</b>
TOWN CLERK	716,110	498,532	588,669	885,795	645,445	56,776	9.64%	645,445	56,776	9.64%
<b>TOTAL TOWN CLERK</b>	<b>716,110</b>	<b>498,532</b>	<b>588,669</b>	<b>885,795</b>	<b>645,445</b>	<b>56,776</b>	<b>9.64%</b>	<b>645,445</b>	<b>56,776</b>	<b>9.64%</b>
FINANCE DEPARTMENT	1,916,641	181,404	623,631	353,631	303,631	(320,000)	-51.31%	303,631	(320,000)	-51.31%
TAX DEPARTMENT	91,966,691	61,428,494	92,952,778	93,204,581	96,064,865	3,112,087	3.35%	96,064,865	3,112,087	3.35%
ASSESSOR'S OFFICE	5,736	-	5,800	5,800	5,800	-	0.00%	5,800	-	0.00%
<b>TOTAL FINANCE</b>	<b>93,889,068</b>	<b>61,609,899</b>	<b>93,582,209</b>	<b>93,564,012</b>	<b>96,374,296</b>	<b>2,792,087</b>	<b>2.98%</b>	<b>96,374,296</b>	<b>2,792,087</b>	<b>2.98%</b>
INFORMATION TECHNOLOGY	169,830	74,601	168,983	168,983	168,270	(713)	-0.42%	167,945	(1,038)	-0.61%
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>169,830</b>	<b>74,601</b>	<b>168,983</b>	<b>168,983</b>	<b>168,270</b>	<b>(713)</b>	<b>-0.42%</b>	<b>167,945</b>	<b>(1,038)</b>	<b>-0.61%</b>
BUILDING DEPARTMENT	748,568	825,992	504,000	904,000	713,500	209,500	41.57%	713,500	209,500	41.57%
<b>TOTAL BUILDING DEPARTMENT</b>	<b>748,568</b>	<b>825,992</b>	<b>504,000</b>	<b>904,000</b>	<b>713,500</b>	<b>209,500</b>	<b>41.57%</b>	<b>713,500</b>	<b>209,500</b>	<b>41.57%</b>
POLICE DEPARTMENT	173,751	70,445	194,564	199,079	201,240	6,676	3.43%	201,565	7,001	3.60%
ANIMAL CONTROL	295	105	500	500	500	-	0.00%	500	-	0.00%
<b>TOTAL POLICE</b>	<b>174,046</b>	<b>70,550</b>	<b>195,064</b>	<b>199,579</b>	<b>201,740</b>	<b>6,676</b>	<b>3.42%</b>	<b>202,065</b>	<b>7,001</b>	<b>3.59%</b>
ENGINEERING DEPARTMENT	20,161	-	20,050	20,050	20,050	-	0.00%	20,050	-	0.00%
<b>TOTAL ENGINEERING</b>	<b>20,161</b>	<b>-</b>	<b>20,050</b>	<b>20,050</b>	<b>20,050</b>	<b>-</b>	<b>0.00%</b>	<b>20,050</b>	<b>-</b>	<b>0.00%</b>
ENO MEMORIAL HALL	8,250	-	7,000	-	1,750	(5,250)	-75.00%	1,750	(5,250)	-75.00%
HIGHWAY - FACILITIES & PROGRAMS	-	400	2,000	-	500	(1,500)	-75.00%	500	(1,500)	-75.00%
TRANSFER STATION	37,819	-	1,200	1,000	1,200	-	0.00%	1,200	-	0.00%
<b>TOTAL PUBLIC WORKS</b>	<b>46,069</b>	<b>400</b>	<b>10,200</b>	<b>1,000</b>	<b>3,450</b>	<b>(6,750)</b>	<b>-66.18%</b>	<b>3,450</b>	<b>(6,750)</b>	<b>-66.18%</b>
SENIOR TRANSPORTATION	40,739	-	40,720	40,720	40,720	-	0.00%	40,720	-	0.00%
<b>TOTAL SOCIAL SERVICES</b>	<b>40,739</b>	<b>-</b>	<b>40,720</b>	<b>40,720</b>	<b>40,720</b>	<b>-</b>	<b>0.00%</b>	<b>40,720</b>	<b>-</b>	<b>0.00%</b>

## FY 2021/2022 BOARD OF SELECTMEN APPROVED REVENUE BUDGET SUMMARY

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
PARKS & REC - COMMUNITY GARDENS	2,806	-	2,500	3,000	3,100	600	24.00%	3,100	600	24.00%
PARKS & REC - MEMORIAL POOL	216,602	96,466	227,899	227,299	234,062	6,163	2.70%	232,764	4,865	2.13%
<b>TOTAL PARKS &amp; RECREATION</b>	<b>219,408</b>	<b>96,466</b>	<b>230,399</b>	<b>230,299</b>	<b>237,162</b>	<b>6,763</b>	<b>2.94%</b>	<b>235,864</b>	<b>5,465</b>	<b>2.37%</b>
LIBRARY - ADMINISTRATION	15,811	1,989	16,740	3,548	4,186	(12,554)	-74.99%	4,186	(12,554)	-74.99%
<b>TOTAL LIBRARY</b>	<b>15,811</b>	<b>1,989</b>	<b>16,740</b>	<b>3,548</b>	<b>4,186</b>	<b>(12,554)</b>	<b>-74.99%</b>	<b>4,186</b>	<b>(12,554)</b>	<b>-74.99%</b>
EDUCATION	6,332,731	1,627,497	6,426,589	6,483,654	6,463,510	36,921	0.57%	6,463,510	36,921	0.57%
<b>TOTAL EDUCATION</b>	<b>6,332,731</b>	<b>1,627,497</b>	<b>6,426,589</b>	<b>6,483,654</b>	<b>6,463,510</b>	<b>36,921</b>	<b>0.57%</b>	<b>6,463,510</b>	<b>36,921</b>	<b>0.57%</b>
GENERAL LIABILITY & INSURANCE	68,241	51,608	27,500	51,608	27,500	-	0.00%	27,500	-	0.00%
<b>TOTAL GENERAL LIABILITY &amp; INSURANCE</b>	<b>68,241</b>	<b>51,608</b>	<b>27,500</b>	<b>51,608</b>	<b>27,500</b>	<b>-</b>	<b>0.00%</b>	<b>27,500</b>	<b>-</b>	<b>0.00%</b>
OPERATING TRANSFERS	7,000	-	319,268	319,268	285,373	(33,895)	-10.62%	287,373	(31,895)	-9.99%
<b>TOTAL OPERATING TRANSFERS</b>	<b>7,000</b>	<b>-</b>	<b>319,268</b>	<b>319,268</b>	<b>285,373</b>	<b>(33,895)</b>	<b>-10.62%</b>	<b>287,373</b>	<b>(31,895)</b>	<b>-9.99%</b>
<b>TOTAL TOWN BUDGET</b>	<b>102,748,512</b>	<b>65,027,623</b>	<b>102,436,546</b>	<b>103,173,671</b>	<b>105,486,357</b>	<b>3,049,811</b>	<b>2.98%</b>	<b>105,487,059</b>	<b>3,050,513</b>	<b>2.98%</b>

## FY 2021/2022 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY

	Historical Data				Town Manager Proposec			Board of Selectmen Approved		
	FY21				FY22			FY22		
	FY20 Actual	6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	Change from FY21	% Change	FY22 Requested	Change from FY21	% Change
TOWN MANAGER'S OFFICE	465,116	238,673	486,444	463,548	484,970	(1,474)	-0.30%	484,970	(1,474)	-0.30%
GENERAL GOVERNMENT	91,553	60,338	109,236	117,536	112,836	3,600	3.30%	112,836	3,600	3.30%
BOS - COMMUNITY SERVICES	108,765	87,291	129,252	129,202	130,289	1,037	0.80%	152,289	23,037	17.82%
LEGAL SERVICES	279,169	79,268	151,000	166,800	176,000	25,000	16.56%	176,000	25,000	16.56%
HEALTH	150,960	162,364	162,364	162,364	177,765	15,401	9.49%	177,765	15,401	9.49%
<b>TOTAL ADMINISTRATION</b>	<b>1,095,563</b>	<b>627,935</b>	<b>1,038,296</b>	<b>1,039,450</b>	<b>1,081,860</b>	<b>43,564</b>	<b>4.20%</b>	<b>1,103,860</b>	<b>65,564</b>	<b>6.31%</b>
ECONOMIC DEVELOPMENT	45,000	50,000	50,650	50,650	50,650	-	0.00%	50,650	-	0.00%
TOURISM	129	-	500	-	-	(500)	-100.00%	-	(500)	-100.00%
LAND USE COMMISSIONS	11,016	4,386	20,200	12,884	19,200	(1,000)	-4.95%	19,200	(1,000)	-4.95%
PUBLIC BUILDING COMMISSION	2,004	971	1,625	1,625	1,625	-	0.00%	1,625	-	0.00%
BEAUTIFICATION	4,980	986	4,800	4,800	4,800	-	0.00%	4,800	-	0.00%
<b>TOTAL BOARDS &amp; COMMISSIONS</b>	<b>63,128</b>	<b>56,343</b>	<b>77,775</b>	<b>69,959</b>	<b>76,275</b>	<b>(1,500)</b>	<b>-1.93%</b>	<b>76,275</b>	<b>(1,500)</b>	<b>-1.93%</b>
ELECTION ADMINISTRATION	96,406	94,229	132,100	133,600	106,797	(25,303)	-19.15%	106,797	(25,303)	-19.15%
<b>TOTAL REGISTRARS</b>	<b>96,406</b>	<b>94,229</b>	<b>132,100</b>	<b>133,600</b>	<b>106,797</b>	<b>(25,303)</b>	<b>-19.15%</b>	<b>106,797</b>	<b>(25,303)</b>	<b>-19.15%</b>
TOWN CLERK	226,128	127,542	240,183	268,342	243,748	3,565	1.48%	243,748	3,565	1.48%
<b>TOTAL TOWN CLERK</b>	<b>226,128</b>	<b>127,542</b>	<b>240,183</b>	<b>268,342</b>	<b>243,748</b>	<b>3,565</b>	<b>1.48%</b>	<b>243,748</b>	<b>3,565</b>	<b>1.48%</b>
REGIONAL PROBATE COURT	9,502	9,502	9,502	9,502	10,773	1,271	13.38%	10,773	1,271	13.38%
<b>TOTAL PROBATE COURT</b>	<b>9,502</b>	<b>9,502</b>	<b>9,502</b>	<b>9,502</b>	<b>10,773</b>	<b>1,271</b>	<b>13.38%</b>	<b>10,773</b>	<b>1,271</b>	<b>13.38%</b>
FINANCE DEPARTMENT	335,110	209,522	416,887	417,763	458,884	41,997	10.07%	458,884	41,997	10.07%
TAX DEPARTMENT	179,160	98,502	186,927	184,784	191,919	4,992	2.67%	191,919	4,992	2.67%
ASSESSOR'S OFFICE	264,381	131,274	298,020	305,967	310,862	12,842	4.31%	362,514	64,494	21.64%
BOARD OF FINANCE	45,445	33,815	45,835	46,035	47,065	1,230	2.68%	47,065	1,230	2.68%
<b>TOTAL FINANCE</b>	<b>824,096</b>	<b>473,113</b>	<b>947,669</b>	<b>954,549</b>	<b>1,008,729</b>	<b>61,060</b>	<b>6.44%</b>	<b>1,060,381</b>	<b>112,712</b>	<b>11.89%</b>
INFORMATION TECHNOLOGY	298,762	156,283	343,282	339,163	353,094	9,812	2.86%	353,094	9,812	2.86%
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>298,762</b>	<b>156,283</b>	<b>343,282</b>	<b>339,163</b>	<b>353,094</b>	<b>9,812</b>	<b>2.86%</b>	<b>353,094</b>	<b>9,812</b>	<b>2.86%</b>
PLANNING DEPARTMENT	267,002	139,455	371,788	359,553	367,353	(4,435)	-1.19%	367,353	(4,435)	-1.19%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>267,002</b>	<b>139,455</b>	<b>371,788</b>	<b>359,553</b>	<b>367,353</b>	<b>(4,435)</b>	<b>-1.19%</b>	<b>367,353</b>	<b>(4,435)</b>	<b>-1.19%</b>
BUILDING DEPARTMENT	268,709	139,865	287,666	285,130	292,554	4,888	1.70%	292,554	4,888	1.70%
<b>TOTAL BUILDING DEPARTMENT</b>	<b>268,709</b>	<b>139,865</b>	<b>287,666</b>	<b>285,130</b>	<b>292,554</b>	<b>4,888</b>	<b>1.70%</b>	<b>292,554</b>	<b>4,888</b>	<b>1.70%</b>
POLICE COMMISSION	-	-	-	-	750	750	#DIV/0!	750	750	#DIV/0!
POLICE DEPARTMENT	4,462,268	2,309,600	4,923,162	4,752,687	5,003,250	80,088	1.63%	5,011,250	88,088	1.79%

**FY 2021/2022 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY**

	Historical Data				Town Manager Proposec			Board of Selectmen Approved		
	FY21				FY22			FY22		
	FY20 Actual	6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	Change from FY21	% Change	FY22 Requested	Change from FY21	% Change
DISPATCH	519,134	265,409	560,427	536,852	573,633	13,206	2.36%	573,633	13,206	2.36%
ANIMAL CONTROL	67,518	34,796	75,376	74,376	78,397	3,021	4.01%	78,397	3,021	4.01%
EMERGENCY MANAGEMENT	6,231	5,076	6,685	6,685	6,785	100	1.50%	6,785	100	1.50%
<b>TOTAL POLICE</b>	<b>5,055,151</b>	<b>2,614,882</b>	<b>5,565,650</b>	<b>5,370,600</b>	<b>5,662,814</b>	<b>97,164</b>	<b>1.75%</b>	<b>5,670,814</b>	<b>105,164</b>	<b>1.89%</b>
ENGINEERING DEPARTMENT	208,391	132,842	286,290	275,296	283,811	(2,479)	-0.87%	283,811	(2,479)	-0.87%
<b>TOTAL ENGINEERING</b>	<b>208,391</b>	<b>132,842</b>	<b>286,290</b>	<b>275,296</b>	<b>283,811</b>	<b>(2,479)</b>	<b>-0.87%</b>	<b>283,811</b>	<b>(2,479)</b>	<b>-0.87%</b>
PUBLIC WORKS ADMINISTRATION	281,552	135,076	290,377	284,827	320,858	30,481	10.50%	320,858	30,481	10.50%
BUILDINGS & MAINTENANCE ADMIN	464,265	234,216	504,088	477,262	533,132	29,044	5.76%	533,132	29,044	5.76%
TOWN OFFICES	124,272	64,912	149,408	150,692	150,973	1,565	1.05%	150,973	1,565	1.05%
ENO MEMORIAL HALL	57,166	15,097	78,975	65,975	77,375	(1,600)	-2.03%	77,375	(1,600)	-2.03%
MISCELLANEOUS BUILDINGS	22,473	8,093	28,990	26,700	28,050	(940)	-3.24%	28,050	(940)	-3.24%
HIGHWAY - LABOR & EQUIPMENT	1,901,428	976,187	1,998,690	1,977,346	2,073,395	74,705	3.74%	2,073,395	74,705	3.74%
HIGHWAY - FACILITIES & PROGRAMS	1,031,831	457,709	1,056,490	1,039,050	1,017,840	(38,650)	-3.66%	1,017,840	(38,650)	-3.66%
TRANSFER STATION	44,345	56,673	69,000	68,750	58,000	(11,000)	-15.94%	58,000	(11,000)	-15.94%
<b>TOTAL PUBLIC WORKS</b>	<b>3,927,334</b>	<b>1,947,964</b>	<b>4,176,018</b>	<b>4,090,602</b>	<b>4,259,623</b>	<b>83,605</b>	<b>2.00%</b>	<b>4,259,623</b>	<b>83,605</b>	<b>2.00%</b>
SENIOR CENTER	146,740	55,192	150,927	118,423	158,681	7,754	5.14%	158,681	7,754	5.14%
SENIOR TRANSPORTATION	154,769	54,264	162,670	162,670	165,240	2,570	1.58%	165,240	2,570	1.58%
SOCIAL SERVICES ADMINISTRATION	283,802	130,498	299,232	296,648	305,855	6,623	2.21%	307,855	8,623	2.88%
<b>TOTAL SOCIAL SERVICES</b>	<b>585,310</b>	<b>239,953</b>	<b>612,829</b>	<b>577,741</b>	<b>629,776</b>	<b>16,947</b>	<b>2.77%</b>	<b>631,776</b>	<b>18,947</b>	<b>3.09%</b>
PARKS & REC - ADMINISTRATION	52,060	25,636	55,010	52,752	62,345	7,335	13.33%	62,345	7,335	13.33%
PARKS & REC - MAINTENANCE	786,888	382,204	853,962	860,063	903,645	49,683	5.82%	963,199	109,237	12.79%
PARKS & REC - MEMORIAL FIELD	23,960	11,499	33,900	28,584	34,632	732	2.16%	34,632	732	2.16%
PARKS & REC - MEMORIAL POOL	62,653	47,386	66,934	70,734	73,209	6,275	9.37%	73,209	6,275	9.37%
<b>TOTAL PARKS &amp; RECREATION</b>	<b>925,560</b>	<b>466,725</b>	<b>1,009,806</b>	<b>1,012,133</b>	<b>1,073,831</b>	<b>64,025</b>	<b>6.34%</b>	<b>1,133,386</b>	<b>123,580</b>	<b>12.24%</b>
LIBRARY - ADULT & YOUNG ADULT	458,559	249,414	562,368	498,502	573,302	10,934	1.94%	573,302	10,934	1.94%
LIBRARY - BUILDINGS & GROUNDS	141,024	53,535	144,460	129,308	149,120	4,660	3.23%	149,120	4,660	3.23%
LIBRARY - CHILDREN'S SERVICES	321,945	158,984	352,666	316,296	364,026	11,360	3.22%	372,026	19,360	5.49%
LIBRARY - ADMINISTRATION	598,469	317,045	631,138	625,497	641,153	10,015	1.59%	641,153	10,015	1.59%
<b>TOTAL LIBRARY</b>	<b>1,519,997</b>	<b>778,977</b>	<b>1,690,632</b>	<b>1,569,603</b>	<b>1,727,601</b>	<b>36,969</b>	<b>2.19%</b>	<b>1,735,601</b>	<b>44,969</b>	<b>2.66%</b>
EMPLOYEE BENEFITS	5,348,600	3,695,437	5,960,720	5,871,978	6,135,127	138,024	2.32%	6,141,905	181,185	3.04%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>5,348,600</b>	<b>3,695,437</b>	<b>5,960,720</b>	<b>5,871,978</b>	<b>6,135,127</b>	<b>138,024</b>	<b>2.32%</b>	<b>6,141,905</b>	<b>181,185</b>	<b>3.04%</b>
GENERAL LIABILITY & INSURANCE	442,109	407,964	464,620	464,620	479,612	14,992	3.23%	480,941	16,321	3.51%
<b>TOTAL GENERAL LIABILITY &amp; INSURANCE</b>	<b>442,109</b>	<b>407,964</b>	<b>464,620</b>	<b>464,620</b>	<b>479,612</b>	<b>14,992</b>	<b>3.23%</b>	<b>480,941</b>	<b>16,321</b>	<b>3.51%</b>

**FY 2021/2022 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY**

	Historical Data				Town Manager Proposec			Board of Selectmen Approved		
	FY21				FY22			FY22		
	FY20 Actual	6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	Change from FY21	% Change	FY22 Requested	Change from FY21	% Change
OPERATING TRANSFERS	2,012,327	717,480	889,811	889,811	935,041	45,230	5.08%	935,041	45,230	5.08%
<b>TOTAL OPERATING TRANSFERS</b>	<b>2,012,327</b>	<b>717,480</b>	<b>889,811</b>	<b>889,811</b>	<b>935,041</b>	<b>45,230</b>	<b>5.08%</b>	<b>935,041</b>	<b>45,230</b>	<b>5.08%</b>
DEBT SERVICE	5,095,833	1,706,940	5,471,465	5,471,465	6,549,357	1,077,892	19.70%	6,549,357	1,077,892	19.70%
<b>TOTAL DEBT SERVICE</b>	<b>5,095,833</b>	<b>1,706,940</b>	<b>5,471,465</b>	<b>5,471,465</b>	<b>6,549,357</b>	<b>1,077,892</b>	<b>19.70%</b>	<b>6,549,357</b>	<b>1,077,892</b>	<b>19.70%</b>
CASH FOR CAPITAL	1,731,941	-	-	-	114,000	114,000	#DIV/0!	1,257,930	1,257,930	#DIV/0!
<b>TOTAL CASH FOR CAPITAL</b>	<b>1,731,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,000</b>	<b>114,000</b>	<b>#DIV/0!</b>	<b>1,257,930</b>	<b>1,257,930</b>	<b>#DIV/0!</b>
<b>TOTAL TOWN BUDGET</b>	<b>30,001,849</b>	<b>14,533,432</b>	<b>29,576,102</b>	<b>29,053,097</b>	<b>31,391,777</b>	<b>1,779,292</b>	<b>6.02%</b>	<b>32,695,021</b>	<b>3,118,919</b>	<b>10.55%</b>



## **TOWN MANAGER'S OFFICE**

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. She is responsible for the oversight of all Town departments, implementing all policies and initiatives of the Board, and all resolutions and ordinances adopted by the Town. The Town Manager serves as the Personnel Director, and is responsible for the administration of the human resources program including labor relations. The Town Manager is also responsible for preparing and submitting an annual Town budget to the Board of Selectmen. The Office supports the Town's economic development activities and oversees the Town's risk management function. In addition, the department leads the Town's contract negotiations with its six unions.

## **FY 20/21 ACCOMPLISHMENTS**

- Negotiated new collective bargaining agreements with the AFSCME and Dispatchers unions
- Transitioned from MassMutual to ICMA-RC for the Town's defined contribution plan administration
- Finalized and implemented the Ordinance to Prohibit the Intentional Feeding of Wildlife
- Worked with the Board of Selectmen to recommend options for updates to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance
- Successfully worked with leadership team to coordinate a safe way to open Town Hall to the public during the ongoing pandemic
- Continued implementation of the new public safety radio system
- Along with the EDC and planning staff, conducted 7 business outreach visits to collect feedback on doing business in Simsbury
- Coordinated the Town's response to the COVID-19 pandemic and tropical storm Isaias; appointed new Emergency Management Director

## **FY 21/22 TRENDS & KEY ISSUES**

The Town Manager's Office continues to coordinate the Town's response to the COVID-19 pandemic, with a focus on the health, safety, and recovery of both the community and the organization. In addition, economic development continues to be a top priority for the Board of Selectmen. The Board of Selectmen approved a 2020-2021 work plan for the Economic Development Commission that focuses on business outreach, supporting entrepreneurs, and updating the Town's marketing materials. The Town Manager's Office, in conjunction with the Finance Department, will also continue to focus on financial management, particularly improvements to processes, accountability, and reporting, which is another high priority area for the Board of Selectmen.

With three of the Town's six collective bargaining agreements still unsettled from their expiration date of June 30, 2019, staff will continue working to negotiate successor agreements while also preparing to negotiate a successor agreement to the IBPO contract expiring on June 30, 2021.

## **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Invest in modern financial management systems to improve processes, accountability, and reporting.

**Objective:**

- Work with the Finance Department to implement the new MUNIS software system

**Goal:** Continue to work on long-range capital planning

**Objective:**

- Continue to quantify our baseline and capital needs
- Incorporate data from the Parks and Open Space Master Plan and the Facilities Master plan into our capital budgeting.

**Goal:** Advance the Board of Selectmen’s goal to fostering an engaged, high quality workforce

**Objective:**

- Review policies and procedures with an equity lens; make updates and revisions as necessary

<b>Town Manager's Office Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Employee Benefits & Human Resources Coordinator	1.00	1.00	1.00
Management Specialist	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**FY 2021/2022 TOWN MANAGER, GENERAL GOVERNMENT AND LEGAL EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
<b><u>TOWN MANAGER'S OFFICE</u></b>								
FULL-TIME	416,239	206,446	418,738	418,738	428,159	9,421	2.25%	
AUTO ALLOWANCE	4,200	2,100	4,200	4,200	4,200	-	0.00%	
PART-TIME	-	129	9,700	129	-	(9,700)	-100.00%	Moved to Finance department budget for retirement planning
SEASONAL	5,056	2,794	7,400	7,000	7,400	-	0.00%	
CONTRACTUAL SERVICES	16,250	16,500	16,500	16,500	16,500	-	0.00%	
ADVERTISING	3,735	-	7,500	1,200	3,500	(4,000)	-53.33%	
SPECIAL ACTIVITIES	2,508	937	3,500	2,000	6,150	2,650	75.71%	Reallocated from advertising account to cover expenses
OFFICE SUPPLIES	1,609	265	3,000	1,500	3,000	-	0.00%	
CONFERENCES & EDUCATION	5,208	802	6,098	3,000	6,098	-	0.00%	
TRAVEL	323	-	500	-	500	-	0.00%	
DUES & SUBSCRIPTIONS	2,869	2,628	3,208	3,208	3,363	155	4.83%	
COVID-19	1,389	-	-	-	-	-	#DIV/0!	
COMPUTER SOFTWARE	5,729	6,073	6,100	6,073	6,100	-	0.00%	
<b>Subtotal</b>	<b>465,116</b>	<b>238,673</b>	<b>486,444</b>	<b>463,548</b>	<b>484,970</b>	<b>(1,474)</b>	<b>-0.30%</b>	
<b><u>GENERAL GOVERNMENT</u></b>								
EDUCATION REIMBURSEMENT	3,734	-	6,000	6,000	6,000	-	0.00%	
CONTRACTUAL SERVICES	1,299	95	2,036	2,036	2,036	-	0.00%	
COPY & PRINTING SERVICES	8,639	3,659	12,000	12,000	12,000	-	0.00%	
POSTAGE	18,554	22,517	22,000	27,000	22,000	-	0.00%	
TELEPHONE SERVICE	46,276	25,865	55,500	55,500	59,100	3,600	6.49%	Added Parks and Recreation phone lines; no other departments carry the cost of their phones
CONFERENCES & EDUCATION	13,051	4,903	11,700	11,700	11,700	-	0.00%	
COVID-19	-	3,300	-	3,300	-	-	#DIV/0!	
<b>Subtotal</b>	<b>91,553</b>	<b>60,338</b>	<b>109,236</b>	<b>117,536</b>	<b>112,836</b>	<b>3,600</b>	<b>3.30%</b>	
<b><u>LEGAL SERVICES</u></b>								
LEGAL FEES	99,510	50,000	111,000	100,000	111,000	-	0.00%	
LABOR RELATIONS	179,659	29,268	40,000	66,800	65,000	25,000	62.50%	Based on prior year actuals
<b>Subtotal</b>	<b>279,169</b>	<b>79,268</b>	<b>151,000</b>	<b>166,800</b>	<b>176,000</b>	<b>25,000</b>	<b>16.56%</b>	

**FY 2021/2022 GENERAL GOVERNMENT REVENUE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b>GENERAL GOVERNMENT</b>							
STATE OWNED PROPERTY (PILOT)	35,655	35,655	35,655	35,655	35,655	-	0.00%
TELEPHONE ACCESS GRANT	42,972	-	43,000	43,000	43,000	-	0.00%
WESTMINISTER SCHOOL	120,000	120,000	120,000	120,000	120,000	-	0.00%
WORLD SKATE	80,000	-	80,000	80,000	80,000	-	0.00%
SPAC RENTAL FEES	2,500	2,500	2,500	2,500	2,500	-	0.00%
MISCELLANEOUS	581	283	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>281,709</b>	<b>158,438</b>	<b>281,155</b>	<b>281,155</b>	<b>281,155</b>	<b>-</b>	<b>0.00%</b>

**FY 2021/2022 BOS - COMMUNITY SERVICES AND HEALTH EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
<b><u>BOS - COMMUNITY SERVICES</u></b>										
PART-TIME	3,969	2,813	5,000	5,200	5,000	-	0.00%	5,000	-	0.00%
FIRST SELECTPERSON STIPEND	10,000	5,000	10,000	10,000	10,000	-	0.00%	10,000	-	0.00%
ADVERTISING	370	889	3,500	3,500	3,500	-	0.00%	3,500	-	0.00%
SPECIAL ACTIVITIES	2,109	191	9,500	9,500	9,500	-	0.00%	9,500	-	0.00%
COPY & PRINTING	705	-	250	-	375	125	50.00%	375	125	50.00%
OFFICE SUPPLIES	234	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
PUBLIC AGENCY SUPPORT	52,226	48,869	62,345	62,345	63,619	1,274	2.04%	85,619	23,274	37.33% Added SPIRIT Council \$22,000
DUES & SUBSCRIPTIONS	38,045	29,529	38,657	38,657	38,295	(362)	-0.94%	38,295	(362)	-0.94%
COVID-19	1,106	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>108,765</b>	<b>87,291</b>	<b>129,252</b>	<b>129,202</b>	<b>130,289</b>	<b>1,037</b>	<b>0.80%</b>	<b>152,289</b>	<b>23,037</b>	<b>17.82%</b>
<b><u>HEALTH</u></b>										
CONTRACTUAL SERVICES	150,960	162,364	162,364	162,364	177,765	15,401	9.49%	177,765	15,401	9.49% Increase is mainly due to population increase; billed on a proportional share
<b>Subtotal</b>	<b>150,960</b>	<b>162,364</b>	<b>162,364</b>	<b>162,364</b>	<b>177,765</b>	<b>15,401</b>	<b>9.49%</b>	<b>177,765</b>	<b>15,401</b>	<b>9.49%</b>

**OUTSIDE AGENCY REQUESTS**

<b>Agency</b>	<b>Department</b>	<b>FY21 Budgeted</b>	<b>FY22 Request</b>	<b>FY22 Request - FY21 Budget</b>
No. Central Regional Mental Health Board (Amplify)	Social Services	\$1,650	\$1,645	(\$5)
Chamber of Commerce	BOS - Community Services	\$7,500	\$10,000	\$2,500
Farmington River Watershed Association	BOS - Community Services	\$5,248	\$5,248	\$0
Farmington Valley VNA	Social Services (GF and Southwell & Darling Funds)	\$40,000	\$40,000	\$0
Greater Hartford Transit District	BOS - Community Services	\$3,762	\$3,762	\$0
Gifts of Love	BOS - Community Services	\$0	\$2,500	\$2,500
Hartford Interval House	BOS - Community Services	\$2,500	\$1,500	(\$1,000)
Main Street Partnership	Economic Development	\$50,000	\$50,000	\$0
McLean Meals on Wheels	Social Services (Southwell & Darling Funds)	\$5,000	\$7,000	\$2,000
North Central EMS Council	BOS - Community Services	\$22,360	\$23,109	\$749
SCTV	BOS - Community Services	\$10,000	\$25,000	\$15,000
A Promise to Jordan	BOS - Community Services	\$0	\$7,000	\$7,000
<b>TOTAL</b>		<b>\$148,020</b>	<b>\$176,764</b>	<b>\$28,744</b>



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit, social service agencies requesting funds from the Town. This application is for funding for fiscal year period July 1, 2019 - June 30, 2020. Completed applications with all supporting documentation must be received by the Department of Community and Social Services by **January 25, 2021**.

New Application      Renewal

Agency: Amplify, Inc.

Address: 151 New Park Avenue #14A, Hartford CT 06106

Prepared by: Marcia DuFore Title: Executive Director

e-mail: mdufore@amplifyct.org Telephone # 860-667-6388

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\$1645 Amount Requested from the Town of Simsbury

Specify how the monies requested will be expended:

Specify how the monies requested will be expended:

Purpose: To strengthen the ability of our region to assess needs, develop plans, and advocate for strategies and resources to advance healthy and inclusive communities.

(1) Conduct a Region IV Needs Assessment as requested by DMHAS and produce a Regional Priority Report that further explores the region's funding priorities for substance abuse, mental health and problem gambling based on identified needs and gaps. Information will be collected from local, regional, and statewide data sources, community behavioral health providers, local referral organizations, persons in recovery, and family members. Amplify will conduct focus groups and interviews to gather feedback about community needs and recommended actions. Results will be communicated in a report to DMHAS officials, combined with other regional reports and used to set regional and state priorities.

(2) Provide training, technical assistance and resources to Local Prevention Councils and Regional Suicide Prevention and Problem Gambling Awareness Teams (including administration of DMHAS funded grants) for capacity building and community planning efforts. Focus for FY 2020-21 Local Prevention Councils will include efforts to reduce the use of electronic nicotine devices among youth.

(3) Stimulate the development of new and needed services in the State of CT. Through lobbying and developing partnerships with DMHAS, Amplify continues to foster program development for age-appropriate behavioral health and transition services, which help youth and young adults complete their education, gain employment, live independently, and obtain the necessary skills to lead a productive life in the community. Other areas of development include: 1) offering of forums and dialogues with the faith community and general public to promote health equity and address issues of health disparity; 2) expansion of programs and community partnerships that promote employment opportunities for individuals with behavioral health challenges, 3) specialized and integrated care for older adults whose mental health challenges are further exasperated by co-morbid medical conditions, 4) outreach, information and resources, and advocacy for individuals with disabilities, senior citizens and veterans about disability transit options available to them, 5) outreach, information and resources, and advocacy for the general public about the Opioid epidemic and strategies for prevention and access to treatment and recovery supports, 6) development of partnerships for transforming and expanding CT's behavioral health crisis response system

(4) Provide information about mental health and addiction issues and initiatives to members of the provider community and members of the general public. Amplify will provide and/or facilitate access to information and resources through weekly communications, training programs such as QPR Suicide Prevention, Mental Health First Aid, and public forums to engage and inform constituents and the public about ways to promote health and wellness in their communities.

(5) Monitor DMHAS response to local issues: We meet monthly with the Commissioner of DMHAS to relate local concerns emanating from our Catchment Area and Local Prevention Council discussions, evaluations, and special projects. We invite town officials to contact us when problems, issues, or questions arise.

If the amount being requested represents an increase from current FY funding, list justification for additional monies:

The .07% per capita request to towns has been kept constant since 1992 to support our general operating budget. The amount requested for FY 2021-22 of \$1645 is based on updated 2010 census figures and is the same as last fiscal year.



Total Annual Agency Budget: \$1,051,878

See attached budget for FY 2020-21. Sources of revenue include DMHAS, Department of Transportation (New Freedom grant for Mobility Management), City of Hartford (Ryan White Part A Planning Grant), other grants and contributions from Towns in Region IV. Sources of revenue that are pertinent the services described in this proposal are within the DMHAS allocation for \$427,867, however Simsbury benefits from many of the services provided via other sources of revenue, i.e. transportation navigation options offered to individuals with disabilities and senior citizens, engaging citizens in healthcare reform initiatives.

Income Source	Amount
Department of Mental Health and Addiction Services, Operating Budget (including \$175,000 in pass-through funds to municipalities for coordination of Local Prevention Councils)	\$ 427,867
State Opioid Response Grant	\$109,000
DMHAS Problem Gambling Awareness Grant	\$109,000
Towns in Region IV	\$ 56,024
Grants and Other Funds for Specific Projects	\$ 299,360
Other (fundraising and charitable giving	\$6,725

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Hartford	\$9,000	\$9,000 (pending)
Bristol	\$4,233	\$4,233
Manchester	\$4,076	\$4,076
Southington	\$3,014	\$3,014
Farmington	\$1,773	\$1,773
Simsbury	\$1,645	\$1,645

**Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s). Please attach copies of your agency’s mission statement, last annual report, list of Board of Directors, and your most recent audited financial statement:**

Mission: To strengthen the ability of our region to assess needs, develop plans, and advocate for strategies and resources to advance healthy and inclusive communities.

To assure that quality mental health and addiction prevention strategies, treatment services, and recovery supports are available to Simsbury residents through the education, evaluation, and advocacy efforts of the Amplify and its partner agencies.

To amplify the voice of community members through training, coordinating events, and representation on state and regional planning and advisory boards.

Target population and Geographic Area served: Individuals with behavioral health needs (across the lifespan) in the 37 towns located in North Central Connecticut, including Simsbury. Formal monitoring of DMHAS-funded programs for individuals living in Simsbury is targeted to services provided by Capitol Region Mental Health Center.

Effective July 1, 2019, Amplify has completed a merger of the North Central Regional Mental Health Board (NCRMHB) and East of the River Action for Substance Abuse Elimination, Inc (ERASE). Our expanded scope of services includes community education and prevention activities that address mental health and addiction concerns for individuals across the lifespan (including children). Amplify involves people living with mental health or substance use needs, together with family members and others who care about them in its review, evaluation and advocacy activities.

Amplify provides evaluation, needs assessment and recommendations, and development assistance for programs and services at regional behavioral health centers including Capitol Region Mental Health Center.

Amplify coordinates and supports the involvement of Catchment Area Council 18 volunteer members in their role as monitors and evaluators one DMHAS-funded program in Simsbury,

Amplify provides technical assistance and support to Local Prevention Councils (including administration of DMHAS funded grants) for capacity building and community planning efforts.

Amplify coordinates the North Central Regional Suicide Advisory Board. This regional coalition provides the local infrastructure to build capacity and to promote suicide prevention activities in support of the vision of the CT Suicide Advisory Board and as outlined in the CT State Plan. Activities include training in how to recognize the warning signs of a suicide crisis, intervention and postvention best practices (promoting healing and reducing risk after a suicide), and grief support resources.

Amplify provides leadership for a team of consumers and professionals to raise awareness about problem gambling and connect them with resources that can help. Amplify Ambassadors lead training workshops for organizations, tailored to meet their unique needs, including:

- The PAWs Program, in which teens are helping each other notice the warning signs of gambling and learn that it isn't just a risk-free game.
- The Congregation/Community Assistance (CAP) Program, which is specifically designed for faith communities and civic groups.

- The Asian American Pacific Islander Ambassadors (AAPIA) Program, where Asian Ambassadors hold community conversations designed specifically for Asian Americans and for other minority groups. In response to the pandemic, ambassadors are converting all of their sessions to on-line forums with presentations translated into Chinese Mandarin, Chinese Cantonese, and Laotian.

Amplify manages initiatives to increase awareness of available resources and services to stem the tide of Opioid crisis. These include public forums and marketing campaigns to raise awareness, expanding access to life-saving NARCAN and medication-assisted treatment (MAT) programs, developing on-line resources for navigating treatment, inpatient bed availability, and prescriptions for NARCAN.

**Target Population** (please check categories):

- Children (0-12) (as of March 2018)       Single Adult (18 – 60)  
 Youth (12-18) (as of March 2018)       Seniors (60+)  
 Families (2+ per household)       Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH “SERVICE TYPE” THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

“SERVICE TYPE”:	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
<b>Total # of Clients Served:</b> Amplify does not provide direct services, however it is the primary source of information and referral, quality assurance, and advocacy re: behavioral health services and supports that are provided to Simsbury residents. We improve services through evaluation and feedback to DMHAS-funded service providers and stimulate the development of new and needed services through information provided to DMHAS and to our legislators regarding the needs in each catchment area in Region IV.	>31955 (State of CT DMHAS Region IV Towns Report FY 2020)	We a project a 5% increase ~ 33,523	We a project a 5% increase ~ 35,200
# of Simsbury Clients	232 (State of CT DMHAS Region IV Towns Report FY 2020)	We a project a 5% increase ~ 243	We a project a 5% increase ~ 255

Total # of Simsbury Contacts	Not Applicable- do not provide direct services	N/A	N/A
Average Time spent per Client	Not applicable	N/A	N/A
Cost per Client/ Unit of Service	\$ 5.52 per Simsbury resident served with DMHAS funding.	<\$5.52 based on projections of Simsbury clients served in FY 2020, especially considering that we also serve their families.	We will review our funding request next year based on more current census information

**Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?**

Yes  No

If so, what is the justification for requesting Town funds?

DMHAS funding does not cover all of our costs. Our statutory mandate requires that we seek and supplement DMHAS funding from local sources for the needs assessment, services and program monitoring, and advisory functions that support their residents.

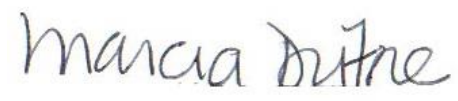
Tax status: Agency is  a non-profit 501c3  other \_\_\_\_\_

**Other Required documentation that must be attached:**

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
5. Copy of the IRS 501(c)(3) ruling letter

**Required Signatures:**

Board Chair:  \_\_\_\_\_ Date: 1/20/21

Executive Director:  \_\_\_\_\_ Date: 1/20/21

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Town Manager's Office Graduate Intern

933 Hopmeadow Street  
Simsbury, CT 06070

OR [Tfitzgerald@sinmsbury-ct.gov](mailto:Tfitzgerald@sinmsbury-ct.gov)



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Simsbury Chamber of Commerce

Address: 720 Hopmeadow St, Simsbury, CT 06070

Prepared by: Morgan Hilyard      Title: Executive Director

e-mail: morgan@simsburycoc.org      Telephone # 860-651-7307

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Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$10,000

Specify how the monies requested will be expended:

Increasing the visibility of the Visitor Center through signage and adding tourism materials to better highlight local attractions. Funding will also be used on the increased community events the Chamber will be hosting, which attract resident engagement both on the local and regional level.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

The Chamber is more dedicated to engaging the community through events throughout the year which draw attendees from a wide area and showcase Simsbury as a great place to work and live. During the difficult economic times, the Chamber is also providing additional support and resources to our local businesses.

Total Annual Agency Budget: \$143,700

Income Source	Amount
Dues	\$69,000
Membership Services	\$5,550
Events	\$39,550

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
None		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The Simsbury Chamber of Commerce is dedicated to promoting business and the community by supporting the local economy and enhancing the quality of life in Simsbury. The Visitor Center and our events throughout the year increase Town visibility and expand the opportunity for new businesses and resident engagement. Through our efforts, Simsbury tourism and visitors to the area will increase and current businesses and residents will find more value in remaining in Simsbury. The Chamber has also played a vital role during COVID to support local businesses by provide resources and services to address their economic struggles.

Target Population (please check categories):

- Children (0-12)
- Youth (12-18)
- Families (2+ per household)
- Single Adult (18 - 60)
- Seniors (60+)
- Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	200	316	350
# of Simsbury Clients or Residents Served	100	242	300
Total # of Simsbury Contacts	100	600	500
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

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Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

**Other Required documentation that must be attached:**

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Farmington River Watershed Association

Address: 749 Hopmeadow Street

Prepared by: Aimee Petras

Title: Programs Director

e-mail: apetras@frwa.org

Telephone # 860-658-4442

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Amount Requested from the Town of Simsbury for FY 2021-2022:

\$ 5,248

Specify how the monies requested will be expended:

See our annual request letter for specifics.

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If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Request same as last year.

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Total Annual Agency Budget:

Approximately \$325,000

Income Source	Amount
Donor Contributions	104,741
Foundation Grants	55,466
Memberships and Dues	59,610
Fee For Service	26,000
Endowment Transfers	82,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
16 Towns	\$27,549	\$25,229

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Please see our annual funding letter

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Target Population (please check categories):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Children (0-12)             | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input checked="" type="checkbox"/> Youth (12-18)               | <input checked="" type="checkbox"/> Seniors (60+)          |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age)     |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	n/a		
# of Simsbury Clients or Residents Served	n/a		
Total # of Simsbury Contacts	n/a		
Average Time spent per Client or Resident	n/a		
Cost per Client/ Unit of Service	n/a		

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

FRWA receives funding from many donors throughout the Farmington Valley to support our programs. Our Town Dues program has 16 towns within the Farmington Valley that contribute annually to our organization for a variety of services that we provide to each town.

Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

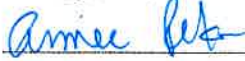
Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

Required Signatures: *Due to COVID, electronic signatures are okay*

Board Chair:   
*Michael Goldman*

Date: 1/4/21

~~Executive~~ Director: *ACTING* 

Date: 1/4/21

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Farmington Valley VNA, Inc.

Address: 8 Old Mill Lane, Simsbury, CT 06070

Prepared by: Nancy Scheetz                      Title: Chief Executive Officer

e-mail: nscheetz@farmingtonvalleyvn.org    Telephone # 860-651-3539

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Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$40,000

Specify how the monies requested will be expended:

The monies fund health care services: The focus is on illness prevention, monitoring chronic disease, and providing health care to those that have no funding.

The Agency also partners with the Town Emergency Response Team to provide any and all services in a health related crisis, such as the current pandemic.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

No increase, requesting level funding.

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Total Annual Agency Budget: 3,600,000

Income Source	Amount
Third Pary Insurance Reimbursements	3,040,00
Town Allocations, Grants, Board of Education-Granby	560,000
Fundraising	120,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Towjn of Avon	39,000	39,000
Town of Farmington	44,555	44,555
Townof Canton	19,265	19,265
Town of Hartland	10, 025	10,025
Town of Burlington	2,500	2,500
Towns of E. Granby/Granby	38,500	38,500

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

This is a federally licensed Home Care and Hospice Agency that provides healthcare to those most vulnerable in the community, at their homes and at public health clinics. We maintain safety services such as vaccinations and actively partner with the Health District and the Department of Public Health to meet the community health needs and services of the towns we cover.

Target Population (please check categories):

- Children (0-12)
- Youth (12-18)
- Families (2+ per household)
- Single Adult (18 - 60)
- Seniors (60+)
- Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	(visits made) 12, 242	Anticipating 12, 250	projecting 12,300
# of Simsbury Clients or Residents Served	2694 visits	2700 visits	2800 visits
Total # of Simsbury Contacts	4078	4080	4080
Average Time spent per Client or Resident	15-90 minutes	15-90 minutes	15-90 minutes
Cost per Client/ Unit of Service	\$65 per nursing hour	\$65 per nursing hour	\$65 per nursing hour

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

The services we provide would have no other funding source.

The reach is significant with our ability to assist people in keeping healthy, thus avoiding illness, hospitalizations, unwanted medical costs.

We also provide preventive services that help overall with the health and well-being of our community. Our assistance with Emergency Health is of value.

Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)

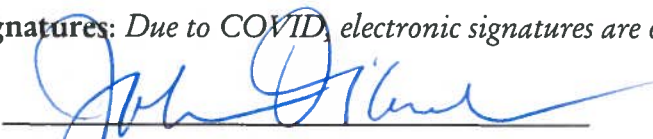
other \_\_\_\_\_

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

**Required Signatures:** *Due to COVID, electronic signatures are okay*

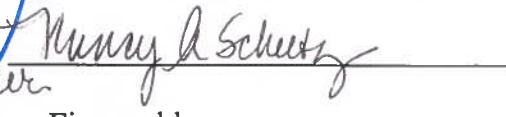
Board Chair:



Date:

1/6/2021

Executive Director:

*Chief Executive Officer*  


Date:

1/6/2021

Submit to:

Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by **January 25, 2021**.

New Application Request     Renewal Application Request

Agency: GREATER HARTFORD TRANSIT DISTRICT

Address: ONE UNION PLACE, HARTFORD, CT 06103

Prepared by: VICKI L. SHOTLAND Title: EXECUTIVE DIRECTOR

e-mail: vshotland@ghtd.org Telephone # 860.380-2025

Amount Requested from the Town of Simsbury for FY 2021-2022:

\$ 3762.00 (MEMBER TOWN CONTRIBUTION)

Specify how the monies requested will be expended:

TO OFFSET SPECIFIC OPERATING COSTS ASSOCIATED WITH PROGRAMS AND SERVICES PROVIDED BY THE TRANSIT DISTRICT.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

N/A - NO INCREASE

Total Annual Agency Budget: \$ 29,148,000.

Income Source	Amount
FEDERAL GRANTS & STATE FUNDED LOCAL MATCH	27,397,000
RENTAL (LEASEHOLDS), PARKING FEES	
SPECIAL REVENUE Fund	1,521,000
Member Town Contributions	95,000
OTHER	135,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Bloomfield, East	(16) MEMBER TOWN	
Hartford, Enfield, Farmington	CONTRIBUTIONS TOTAL	
Granby, Hartford, Meriden		
Newington, Rocky Hill, Simsbury, So. Windsor, Vernon, W. Hartford, Wethersfield Windsor	\$95,175. -	\$

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

THE GHTD IS A QUASI-MUNICIPAL CORPORATION OPERATING UNDER THE AUTHORITY OF CHAPTER 103A OF C.G.S. THERE ARE CURRENTLY SIXTEEN MEMBER TOWNS REPRESENTED BY APPOINTEES WHO COLLECTIVELY FORM THE BOARD OF DIRECTORS. GHTD HAS BROAD POWERS TO ACQUIRE, OPERATE, FINANCE, PLAN, DEVELOP, MAINTAIN & OTHERWISE PROVIDE ALL FORMS OF LAND TRANSPORTATION & RELATED SERVICES INCLUDING THE DEVELOPMENT OR RENEWAL OF TRANSPORTATION CENTERS & PARKING FACILITIES. THE AGENCY SERVES AS A CONDUIT FOR FEDERAL & STATE FUNDING OF TRANSIT RELATED CAPITAL PROJECTS, PROVIDES ADA PARATRANSIT SERVICE, AND OWNS HARTFORD UNION STATION & THE ADA PARATRANSIT OPERATIONS + MAINTENANCE FACILITY, LOCATED AT 148 ROBERTS STREET IN EAST HARTFORD, CT.

Target Population (please check categories):

- Children (0-12)
- Youth (12-18)
- Families (2+ per household)
- Single Adult (18 - 60)
- Seniors (60+)
- Disabled (any age) (SPECIFIC TO THE ADA PARATRANSIT PROGRAM)

This agency is extremely proud of the services that we provide to our member towns and to the Greater Hartford region as a whole such as; ADA Paratransit services, operation and/or continuing control of key transit infrastructure projects; grant recipient for bus stops and bus shelter programs through transit enhancement funding; ability to receive and assist member towns with grant funding through the Federal Transit Administration (FTA), sub-recipient of grant funding and associated project manager for city and town intermodal site projects, administration of statewide Drug and Alcohol Testing Consortium ensuring safety of the traveling public and administration of the statewide insurance consortium.



PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

*N/A in regard to the ADA Program as Simsbury is not served under the FTA Regulations*

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served	Please note: the Town of Simsbury is provided annually with \$6322 for the in-town Dial-A-Ride program through an assistance agreement which is administered by the GHTD. These funds help support and supplement the Simsbury program.		
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

*N/A*

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Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  other *QUASI PUBLIC GOV'T. AGENCY*

**Other Required documentation that must be attached:**

1. List of Board of Directors
2. Most recent annual report *- ON OUR WEBSITE! hartfordtransit.org*
3. Most recent financial audit *- " " " "*
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter *- N/A*

**Required Signatures:** *Due to COVID, electronic signatures are okay*

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: *Victor J. Scitland*

Date: *1-6-2021*

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
**OR** [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Gifts of Love Farm

Address: 73 Wolcott Road

Prepared by: Douglas Sacks Title: Grant Writer

e-mail: dsacks@giftsoflovect.org Telephone # 860 655-8912

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Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$ 2,500

Specify how the monies requested will be expended:

Animal feed/veterinary care

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If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

N/A

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Total Annual Agency Budget: \$993,028

Income Source	Amount
Donations	\$484,000
Grants	\$400,000
Fundraising	\$48,000
Camp/Education	\$28,000
Misc.	\$33,028

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
None		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Please see attached narrative document.

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Target Population (please check categories):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Children (0-12)             | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input checked="" type="checkbox"/> Youth (12-18)               | <input checked="" type="checkbox"/> Seniors (60+)          |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age)     |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM Gifts of Love Farm	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	Gifts of Love Farm is open	and accessible year-round	to every Simsbury resident
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

Returning animals to the farm can cost as much as \$80,000 a year in feed.  
We expect the animals to be donated so there will be no additional expense for securing them. But food and vet costs are higher than we budget for.

Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

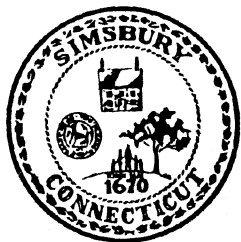
**Required Signatures:** *Due to COVID, electronic signatures are okay*

Board Chair: Maura Fitzgerald Date: 1/24/2021

Executive Director: Ryan Pettengill Date: 1/24/2021

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)





# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

---

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Hartford Interval House, Inc.

Address: PO Box 340207, Hartford, CT 06134

Prepared by: Mary-Jane Foster      Title: President & CEO

e-mail: mj.foster@intervalhousect.org      Telephone # 860-838-8450

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Amount Requested from the Town of Simsbury for FY 2021-2022:

\$ 1,500.00

Specify how the monies requested will be expended:

Funds from the Town of Simsbury will be utilized to provide life-saving, direct services to your residents who are impacted by domestic violence. Services include: 24-hour hotline support, emergency shelter, counseling and safety planning, court advocacy, and support groups. Financial backing also supports community education offered to residents of Simsbury.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

For each of the years 2015 – 2020, Interval House has served an average of 18 of your citizens—mainly women and children who were actively being abused and needed counsel and protection, or who were courageous enough to flee and find shelter with us or another ally. In total, we have helped 117 people impacted by domestic violence in Simsbury since 2015. While the numbers of clients in Simsbury has not skyrocketed, the time we have spent with your residents has drastically increased. The number of contacts (incoming and outgoing calls, counseling sessions, units of court advocacy, etc.) with Simsbury residents in 2020 represents a 124% increase from the number of contacts with residents in 2015. To break it down, a contribution of \$1,500 would mean that the Town supports the assistance that each of its residents receives from Interval House at a rate closer to \$20 per client contact--still a bit less than what other towns with similar demographics to Simsbury contribute to our services (see note on page 3), and far less than it would cost the Town to offer these services itself.

Total Annual Agency Budget: \$2,399,060

Income Source	Amount
Government Grants (Federal & State)	\$1,355,410
Municipal Funding	\$107,100
Corporate & Foundation Grants	\$286,750
Fundraising	\$448,000
United Way	\$125,000
Draw on Endowment/Miscellaneous	\$76,800

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Town of Avon	\$2,500	\$2,500
Town of Canton	\$1,000	\$1,000
Town of Ellington	\$2,500	\$2,500
Town of Glastonbury	\$5,000	\$5,000
Town of South Windsor	\$3,000	\$3,000
Town of Vernon	\$2,500	\$2,500
Town of West Hartford	\$3,000	\$3,000
Town of Windsor	\$2,000	\$2,200
Town of East Hartford	\$5,000	\$5,000
Town of Manchester	\$65,000	\$65,000
City of Hartford	\$14,400	\$14,000

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Founded in 1977, Interval House is committed to preventing and breaking the cycle of domestic abuse, transforming victims in 24 towns both east and west of the Connecticut River into survivors. Through our 24-hour hotline, emergency safe house, planning and counseling, and advocacy in the civil and criminal court systems, we work tirelessly to ensure our clients have the assistance they need to establish independence from abusers and live safer lives. Our compassionate services are completely confidential and free, and are offered to victims of abuse regardless of age, gender, race, religion, or income.

**Target Population** (please check categories):

- Children (0-12)                       Single Adult (18 – 60)  
 Youth (12-18)                         Seniors (60+)  
 Families (2+ per household)     Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM <i>Domestic Violence Services</i>	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served	6,534	7,000	6,500
# of Simsbury Clients or Residents Served	22	25	25
Total # of Simsbury Contacts	59	70	80
Average Time spent per Client or Resident	62.5 minutes	65 minutes	65 minutes
Cost per Client/ Unit of Service	\$8.47/\$25.42*	\$7.14/\$21.43*	\$6.25/\$18.75*

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

Although Interval House receives government funding and has a robust grants and fundraising program, assistance from towns provides necessary "gap" coverage between income and the expense of serving town residents. Interval House provides a vital service for Simsbury residents for a fraction of what it would cost the town to independently offer. Interval House devotes a mere 10.8% of its budget to administrative costs.

Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

**Other Required documentation that must be attached:**

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

*\*These costs are based on Simsbury's current support of \$500/proposed request of \$1,500; towns with similar caseloads--like Ellington--are contributing at an average cost of \$56 per contact/unit of service. Based on this rate and the caseload in Simsbury, total annual support would be closer to \$4,000. We understand such an increase in support may be impossible right away, so are requesting a minimum level of support of \$1,500 for FY21-22.*

**Required Signatures:**

Board Chair: 

Date: 1/11/2021

Executive Director: 

Date: 1/11/2021

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)



January 23, 2021

Maria Capriola, Town Manager  
933 Hopmeadow Street  
Simsbury, CT 06070

RE: Funding for 2021-2022 Fiscal Year

Maria,

After much consideration, the Simsbury Main Street Partnership, Inc. (SMSP) Board of Directors is not requesting an increase in funding and submits a request to stay current at last year's level of \$50,000.

While we fully believe that, especially this year, we have provided critical support for the Town of Simsbury and Simsbury business and property owners, we are also concerned about how any amount of increased taxes will negatively affect those trying desperately to hold on and keep their doors open.

SMSP has engaged in an active partnership with the Town of Simsbury going back to 1996. Some significant achievements during the pandemic are:

- *We have assisted countless businesses with navigating federal, state and local guidelines for keeping their businesses open, obtaining crucial funding, and getting answers for the hundreds of mandates and orders that have come out due to the pandemic.*
- *We have distributed 25,000 FREE surgical masks, kn95 masks, and even n95 (to first responders) since March. We have also distributed face shields, thermometers, and gloves at no charge. We work directly with the FVHD on guidelines, business complaints and vaccine efforts.*
- *We are the only organization in town that from early March on created and distributed listings of businesses and restaurants that were open, modified-open or closed during the pandemic. To date, we are on version 21 of the restaurant list.*
- *We continued to actively sit on and plan the 350<sup>th</sup> Anniversary Committee Marketing committee which handled everything from the free movie nights to the Hunt for History, Simsbury Celebrates with the reverse parade and fireworks, Economic Development and Public Safety.*
- *We once again held our Shop Simsbury event (Nov. 27 and 28), putting over \$45,000 directly in the pockets of our businesses, and more than \$54,000 in the Simsbury economy (with the bonus cards).*

We want to be clear that we will be asking for what we believe is a well-earned increase to our budget when the times are less dramatic. The Town's return on their investment to SMSP far exceeds the cost of hiring a Economic Development Coordinator, and our efforts have also led to the Ensign-Bickford Aerospace & Defense expansion, the rehabilitation of the Ensign House at 690, the façade work at Andy's Plaza, and so much more.

SMSP looks forward to another successful year of public/private partnership with the Town of Simsbury, and especially the Town Manager. Thank you for your continued support.

Best,

Sarah Nielsen, Executive Director, SMSP



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: McLean Meals on Wheels

Address: 75 Great Pond Road, Simsbury, CT 06070

Prepared by: Victoria Dirienzo Title: Director of Development

e-mail: vickie.dirienzo@mcleancare.org Telephone # 860.658.3702

Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$ 7,000.00

Specify how the monies requested will be expended:

The money will be used to offset the cost of the meals provided to Simsbury residents who are unable to pay.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

It is an increase from 2 years ago because we did not receive anything from the Town of Simsbury in 2020 for only the second time since this program was started in the 1980's.

Total Annual Agency Budget: \$375,000 for program

Income Source	Amount
McLean Auxiliary	100.00
Simsbury Lions	200.00
Rotary of Avon-Canton	1,250.00
Individual donations	4,100.00
Payments from Individuals and CCCi	83,101.93

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Granby	5,000	5,500
Avon	to consider	1,000
East Granby/Friend to Friend	1,000	1,400
Canton	3,500	3,500
Simsbury	5,000	0

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Please see attached Program Update

Target Population (please check categories):

- |  |  |
|--|--|
| <input type="checkbox"/> Children (0-12)             | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input type="checkbox"/> Youth (12-18)               | <input checked="" type="checkbox"/> Seniors (60+)          |
| <input type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age)     |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
<b>Meals-on-Wheels</b>			
Total # of Clients Served	122	120	128
# of Simsbury Clients or Residents Served	53	48	55
Total # of Simsbury Contacts	available to all	available to all	available to all
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service	\$21.50per delivery	\$21.50per delivery	\$21.50per delivery

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?  
Only a small percentage are through DSS and CCCi.

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Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

***Other Required documentation that must be attached:***

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter



**Required Signatures:** *Due to COVID, electronic signatures are okay*

Secretary  
Board Chair: Ansa Clear

Date: 1/19/2021

Executive Director: \_\_\_\_\_

Date: 1/19/2021

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
**OR** [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)



# North Central Connecticut Emergency Medical Services Council, Inc.

January 7, 2021

Maria Capriola  
First Selectman  
Town of Simsbury  
PO Box 495  
Simsbury, Connecticut 06070

Dear Ms. Capriola:

## ***Reference: CMED Fair Share Assessment***

As you prepare your budget, we would like to inform you that your Town Fair Share CMED Assessment for the Fiscal Year 2021-2022 is **\$23,109.00**. The assessment is used for CMED operating expenses. It is based on a per capita rate of **ninety-one (91.0) cents** for your Town with a population of **25,395**. ***We request that your community pay this Town Fair Share Assessment amount.***

The contract and invoice will be mailed to you in June 2021.

The population figures we use are taken from the Connecticut Department of Public Health Population Estimates as of July 1, 2019. We enclose the CMED Operations Budget for Fiscal Year 2021-2022 and North Central Connecticut EMS Council's 2020 Audited Financial Statements for your review.

In addition to the Town Fair Share Assessment, North Central receives a State of Connecticut subsidy of thirty cents per capita for each community that acknowledges North Central CMED as its service provider. This subsidy has remained the same since the inception of the CT 9-1-1 surcharge on each telephone bill. Your Town Fair Share Assessment combined with the State subsidy and an annual \$60,000.00 amount from the Capital Reserve Account complete the total budget income requirements for the next fiscal year. We are suggesting that the Legislature increase the state subsidy from thirty (30) cents per capita to thirty-five (35) cents per capita to reflect the increase in costs over the years in order that we can maintain a reasonable budget while continuing to provide you with the service level you require. We ask for your support in convincing the Legislature to enact this increase.

120 Holcomb Street . P.O. Box 1833 . Hartford, Connecticut 06144-1833  
E.M.S. Office: (860) 769-6055 . CMED Center: (860) 769-6051 . Fax: (860) 769-5259

***Continued . . . . .***

As a regional asset, we continually seek opportunities to support interoperable communications initiatives that ultimately benefit 847,991 residents in the Capital Region. North Central CMED coordinates Emergency Medical Services when a mass casualty incident or a major disaster occurs.

Mass gatherings, such as concerts, athletic events, local fairs, etc., can also involve North Central CMED for planning and coordination of EMS services. An outline of our organization's role and responsibilities is enclosed.

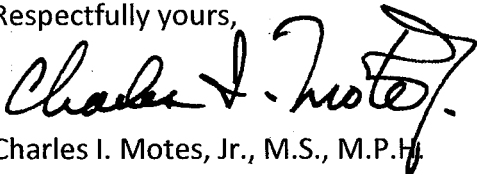
North Central CMED is the activation point for the Connecticut Long Term Care Mutual Aid Plan (LTCMAP). Many communities in the Capital Region have nursing homes and/or assisted living facilities. CT LTCMAP establishes a course of action and agreed commitment among participating hospitals, nursing homes and assisted living residences to assist each other when disaster strikes. CT LTCMAP, Active Shooter, and Hospital Emergency Preparedness Response Plans are exercised throughout the year.

Thank you for your community's continuing participation in the Coordinated Medical Emergency Directions (CMED), Communications System. During a 9-1-1 medical emergency each certified or licensed EMS Provider is in contact with North Central CMED. The communications system facilitates coordination between ambulances in 28 municipalities and 8 hospitals while the patient is en-route. Our fiscal year ended June 30, 2020, recording **140,123** EMS calls for service.

Please consider appointing a representative to attend the CMED Communications Committee meetings if your community does not already have one. The Committee meets every other month at the administrative office at Oak Hill, 120 Holcomb Street, Hartford.

If you need additional information, please contact Betty R. Morris, Executive Director, at 860-769-6055. Thank you for your attention to this matter.

Respectfully yours,



Charles I. Motes, Jr., M.S., M.P.H.  
Chairman, NCCEMSC Communications Committee

Enclosures

cc: Letter Only  
Amy N. Meriwether, Director of Finance/Treasurer  
Karin L. Stewart, Representative, Communications Committee  
Nicholas Boulter, Chief of Police



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

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The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: Simsbury Community Television, Inc.

Address: 754 Hopmeadow Street, Simsbury CT 06070

Prepared by: Karen Handville Title: Station Manager

e-mail: karen@simsburytv.org Telephone # 860 658-1720

---

Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$ 25,000

Specify how the monies requested will be expended:

Funds will support SCTV operations and equipment for the recording, cablecasting, live streaming and providing an online archive for on-demand viewing of Board and Commission meetings, budget workshops, and other public events, BOE meetings on the Ed channel and free training and access to the Public channel.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

87 meetings were covered in 2019 and 255 meetings were covered in 2020. This represents a 293% increase in the number of meetings typically recorded, aired and uploaded from last year.

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Total Annual Agency Budget: 92,000

Income Source	Amount
Comcast subscribers	55,600
Frontier subscribers	4,500
fundrasing	14,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
n/a		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

SCTV is Simsbury's own television station with Public, Educational and Governmental channels available on Comcast and Frontier. Every month a full schedule of programs air on 3 channels. The schedule can be found on our website [simsburytv.org](http://simsburytv.org). SCTV maintains a four camera production studio and a green-screen studio in Eno Hall; A three camera production set in both the Main Meeting room and Board of Education room in town hall; A two camera production set in the Friends room and Tariffville room in the Public Library; four 'take-out' cameras and audio equipment available to residents for free who want to produce non commercial programming. Training provided.

Target Population (please check categories):

- |   |  |
|---|--|
| <input type="checkbox"/> Children (0-12)                        | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input type="checkbox"/> Youth (12-18)                          | <input checked="" type="checkbox"/> Seniors (60+)          |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age)     |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service	n/a	n/a	n/a

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

SCTV specifically serves the residents of Simsbury and supports the town of Simsbury by recording broadcasting, archiving, etc. many town meetings for the public good. It is common practice for town government to support Community Television in their communities.

Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

**Required Signatures:** *Due to COVID, electronic signatures are okay*

Board Chair: Mary Glassman Date: 1/22/21

Executive Director: Karen Handville Date: 1/22/21

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## FY 2021-22 AGENCY GRANT APPLICATION Application for Funding Requests

---

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2021 - June 30, 2022. Completed applications with all supporting documentation must be received by the Town Manager's Office by *January 25, 2021*.

New Application Request     Renewal Application Request

Agency: A Promise to Jordan

Address: 542 Hopmeadow St. #184

Prepared by: Lisa Gray

Title: Founder and Executive Director

e-mail: info@apromisetojordan.org

Telephone # 860-390-1391

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Amount Requested from the Town of Simsbury for FY 2021-2022:  
\$7,000.00

Specify how the monies requested will be expended:

Recovery-Friendly Business website - \$3,000

Recovery-Friendly Business window clings - \$220

Administrative time - \$3,600

Misc. and overhead costs - \$180

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If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

This program is not funded in the current FY.

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Total Annual Agency Budget:

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Income Source	Amount
Donations	33,268
Grants	28,533
Merchandise Sales	969
Events	965

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
N/A		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The mission of A Promise to Jordan is to raise awareness and erase the stigma of addiction, assist people in accessing quality care, and give hope that recovery is possible to those struggling with substance use disorders and their loved ones. We accomplish this through educational programming, distribution of information, and advocacy for the community we serve. The recipients who will benefit from the recovery-friendly program are typical members of our community. People in recovery come in all ages, ethnicities, income brackets, and social status, but they often face discrimination in communities that are not accepting and understanding of their

**Target Population** (please check categories):

- |   |  |
|---|--|
| <input type="checkbox"/> Children (0-12)                        | <input checked="" type="checkbox"/> Single Adult (18 - 60) |
| <input checked="" type="checkbox"/> Youth (12-18)               | <input checked="" type="checkbox"/> Seniors (60+)          |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age)     |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds?

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Tax status: Agency is  a non-profit 501(c)(3)  a non-profit 501(c)(6)  
 other \_\_\_\_\_

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) ruling letter

**Required Signatures:** *Due to COVID, electronic signatures are okay*

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Submit to: Thomas Fitzgerald  
Town of Simsbury  
Management Specialist  
933 Hopmeadow Street  
Simsbury, CT 06070  
OR [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov)

**FY 2021/2022 BOARDS AND COMMISSIONS EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>ECONOMIC DEVELOPMENT COMM</u></b>							
PUBLIC AGENCY SUPPORT	45,000	50,000	50,000	50,000	50,000	-	0.00%
SPECIAL ACTIVITIES	-	-	500	500	500	-	0.00%
CONFERENCES & EDUCATION	-	-	150	150	150	-	0.00%
<b>Subtotal</b>	<b>45,000</b>	<b>50,000</b>	<b>50,650</b>	<b>50,650</b>	<b>50,650</b>	<b>-</b>	<b>0.00%</b>
<b><u>TOURISM</u></b>							
OFFICE SUPPLIES	129	-	500	-	-	(500)	-100.00%
<b>Subtotal</b>	<b>129</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>(500)</b>	<b>-100.00%</b>
<b><u>LAND USE COMMISSIONS</u></b>							
PART-TIME	5,132	2,002	10,200	8,000	10,200	-	0.00%
ADVERTISING	5,669	2,384	6,000	2,384	6,000	-	0.00%
COPY & PRINTING SERVICES	-	-	1,000	500	500	(500)	-50.00%
OFFICE SUPPLIES	30	-	1,000	500	1,000	-	0.00%
CONFERENCES & EDUCATION	185	-	2,000	1,500	1,500	(500)	-25.00%
DUES & SUBSCRIPTIONS	-	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>11,016</b>	<b>4,386</b>	<b>20,200</b>	<b>12,884</b>	<b>19,200</b>	<b>(1,000)</b>	<b>-4.95%</b>
<b><u>PUBLIC BUILDING COMMISSION</u></b>							
PART-TIME	2,004	971	1,600	1,600	1,600	-	0.00%
OFFICE SUPPLIES	-	-	25	25	25	-	0.00%
<b>Subtotal</b>	<b>2,004</b>	<b>971</b>	<b>1,625</b>	<b>1,625</b>	<b>1,625</b>	<b>-</b>	<b>0.00%</b>
<b><u>BEAUTIFICATION</u></b>							
AGRICULTURAL SUPPLIES	4,339	718	4,050	4,050	4,050	-	0.00%
FACILITIES MAINTENANCE	263	82	300	300	300	-	0.00%
WATER CHARGES	378	186	450	450	450	-	0.00%
<b>Subtotal</b>	<b>4,980</b>	<b>986</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>-</b>	<b>0.00%</b>



## **REGISTRAR OF VOTERS**

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statutes. The Registrars of Voters are jointly responsible for the administration of state election laws.

The Department directs all local, state and federal elections and primaries and the Town's budget referendum. The Department hires and trains poll staff, conducts equipment testing and operation, counts absentee votes, reports election results and provides records retention. Registrars supervise voter registration, maintain the list of qualified electors and conduct the annual canvass of registered voters.

## **FY 20/21 ACCOMPLISHMENTS**

- Enrolled more than 1,924 new voters at the fiscal year's mid-point (July to December).
- Successfully administered Presidential Preference Primaries directly following town wide power failure, including loss of power at polling place on Primary Day, and the counting of more than 3,000 absentee ballots.
- Hired 130+ election workers during pandemic.
- Successfully administered a safe, socially distanced Presidential Election and counted more than 7,000 absentee ballots. We had an 85% voter turnout with a total of 16,435 voters voting. 9,262 people voted in-person and 7, 233 voted by absentee ballot.

## **FY 21/22 TRENDS & KEY ISSUES**

The state and national political climate have increased voter participation beyond predicted numbers. Increased enrollment, largely due to new apartment occupants, coupled with a high participation rate, is stretching resources.

FY 21/22 will include the 2021 Municipal Election and the 2022 Budget Referendum.

Residents have begun enrolling at Anthology, which is likely to add to our state-mandated assisted balloting requirements.

Connecticut's election equipment is becoming increasingly unreliable. We anticipate that there will be an upcoming capital expenditure, but cannot forecast amount or funding source.

Current poll worker staffing levels are inadequate to manage the volume of electors participating in elections. More than 19,300 voters are currently being accommodated at four polling locations. No-excuse absentee voting was temporarily implemented in 2020, alleviating pressure on polling places. We cannot rely on our continued ability to ease crowding through absentee voting.

In 2017, more than 1,500 voters were redistricted in order to alleviate crowding at Latimer Lane School. Our current enrollment at all four polling locations has now again risen beyond pre-redistricting numbers:

Comparison: December 2017 to December 2020:

HJMS: +254  
Latimer: +834

Tootin: +222  
Tariffville: +203

## **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Accommodate the growing number of voters casting ballots in Simsbury.

**Objective:**

- Implement expanded staffing plan to accommodate voters without adding additional polling locations.

## FY 2021/2022 ELECTION ADMINISTRATION EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>ELECTION ADMINISTRATION</u></b>							
PART-TIME	18,445	35,177	35,064	32,985	23,764	(11,300)	-32.23%
REGISTRARS	55,247	27,055	55,808	55,808	56,743	935	1.68%
ADVERTISING	507	-	600	507	600	-	0.00%
COPY & PRINTING SERVICES	9,798	5,584	12,580	14,000	6,780	(5,800)	-46.10%
OFFICE SUPPLIES	1,444	4,090	2,400	5,363	1,800	(600)	-25.00%
PROGRAM SUPPLIES	896	3,668	3,683	4,088	2,100	(1,583)	-42.98%
EQUIPMENT MAINTENANCE	9,126	7,579	19,425	9,654	12,050	(7,375)	-37.97%
CONFERENCES & EDUCATION	605	360	2,000	480	2,420	420	21.00%
TRAVEL	198	-	400	-	400	-	0.00%
DUES & SUBSCRIPTIONS	140	140	140	140	140	-	0.00%
COVID-19	-	10,575	-	10,575	-	-	#DIV/0!
<b>Subtotal</b>	<b>96,406</b>	<b>94,229</b>	<b>132,100</b>	<b>133,600</b>	<b>106,797</b>	<b>(25,303)</b>	<b>-19.15%</b>



## **TOWN CLERK'S OFFICE**

It is the mission of the Town Clerk's Office to serve as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.

The Town Clerk's Office receives and maintains extensive records concerning real estate transactions; births, deaths, and marriages; elections, primaries and referenda; meeting minutes for Town boards and commissions; military discharges; hunting and fishing sport licenses; dog licenses; liquor licenses; notaries public; justices of the peace; trade name certificates; and other historical documents that date back to the seventeenth century. State statutes, the Town Charter and local ordinances govern the implementation of duties for this office.

## **FY 20/21 ACCOMPLISHMENTS**

- Applied for and received \$7,500 from the Connecticut State Library as part of the Historic Documents Preservation Program. These funds were utilized to microfilm 11,250 pages of various town records, including indexes to vital records and to purchase archival land record index binders and archival vital record index binders.
- Installed new lighting above storage/workstation in vault, new flooring and new high density shelving units.
- Implemented and processed online dog license renewals for the first time; processed approximately 900 licenses.
- Devised a plan and process to issue an unprecedented number of absentee ballots for the November 3, 2020 Election due to COVID-19; issued about 7,700 absentee ballots.

## **FY 21/22 TRENDS & KEY ISSUES**

In FY 19/20 880 electronic land record recording packages were received and processed. Comparatively, in FY 20/21 about 1,400 electronic land record recording packages were received. Electronic land record recordings were expected to grow, but not at such an astonishing rate. This was likely due to COVID-19. With this rate of increase in electronic recordings, it is expected that we will be processing a higher percentage of land records electronically in FY 21/22 than originally expected. Postage costs for returning original land records will decrease as the amount of electronic recordings increases.

In FY 19/20 about \$14,000 was collected from users of the Town of Simsbury's online land record database. Comparatively, in FY 20/21 about \$25,000 was collected. This increase is likely due to COVID-19; a combination of title searchers/attorneys/etc. were required to use the online database due to closure of the Town Clerk's Office and vault to walk in visitors as well as the increased demand for title searches due to the surge in refinances and property sales because of the low interest rates on mortgages. This number of users of the online database will likely hold in FY 21/22 due to the lingering of COVID-19. Also, new users were brought on that may not have tried using the online database. These users may now be long-term users. Paper costs and ink costs for printing land records in the Town Clerk's Office will decrease as the number of online land record database users increases.

For the Presidential Election in 2016 about 1,800 Absentee Ballots were issued. For the Presidential Election in 2020 about 7,700 Absentee Ballots were issued, a dramatic increase. This was directly due to COVID-19; an Executive Order allowed for all voters to vote Absentee due to COVID-19.

Staff is unsure whether this will be in place for the 2021 Municipal Election; if so, we will see a larger number of voters voting Absentee than in past years.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Apply for the annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records.

**Objective:**

- Make a list of projects needing to be completed; determine which is most time sensitive in order to use the grant money most effectively and efficiently.

**Goal:** For Town Clerk Staff to become proficient with using the State of CT Electronic Death Registry System to register death certificates, issue permits, amend certificates, etc.

**Objective:**

- Attend training sessions offered by the State of CT.

**Goal:** To complete the major records management project in the Town Clerk's vault.

**Objectives:**

- Work with staff to determine best location for records.
- Label high density shelving units appropriately.
- Organize meeting minutes for all boards/commissions on newly installed high density shelving units.
- Create inventory spreadsheet; maintain going forward.
- Finalize Town Clerk records management program in writing to follow going forward in order to maintain the organization and safekeeping of records in the vault; to ensure that the records retention schedules are routinely followed.

**Goal:** Review office procedures to determine if there are any areas that could benefit from some altering to improve efficiency.

**Objective:**

- Have staff list procedures they feel could use some improving.
- Brainstorm with staff to come up with ideas.
- Check with other Towns to compare procedures.
- Implement new procedures and then review.

**Goal:** Inspect permanent record books in vault to determine if any need preservation work completed.

**Objective:**

- Review one group at a time; land record, vitals, town records, etc.
- Prioritize the list based on condition of books/urgency.
- Have professional preservation companies review books; issue quotes.
- Implement new procedures and then review.

<b>Town Clerk's Office Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Town Clerk	1.00	1.00	1.00
Assistant Town Clerk I	1.00	1.00	1.00
Assistant Town Clerk II	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**FY 2021/2022 TOWN CLERK EXPENDITURE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>TOWN CLERK</u></b>							
FULL-TIME	197,272	97,867	202,893	202,893	206,993	4,100	2.02%
PART-TIME	-	3,109	-	10,000	-	-	#DIV/0!
OVERTIME	61	92	900	4,900	900	-	0.00%
CONTRACTUAL SERVICES	1,471	-	6,095	6,095	6,395	300	4.92%
ADVERTISING	135	-	160	160	160	-	0.00%
COPY & PRINTING SERVICES	1,553	782	2,800	3,800	4,800	2,000	71.43% Moved from Dues & Subscriptions account
BANK FEES	136	109	1,000	360	1,140	140	14.00%
OFFICE SUPPLIES	5,767	3,411	6,230	7,730	6,230	-	0.00%
CONFERENCES & EDUCATION	372	-	3,220	375	3,220	-	0.00%
TRAVEL	-	-	355	-	355	-	0.00%
DUES & SUBSCRIPTIONS	3,455	220	3,510	3,510	535	(2,975)	-84.76%
COVID-19	-	15,499	-	15,499	-	-	#DIV/0!
COMPUTER SOFTWARE	15,907	6,451	13,020	13,020	13,020	-	0.00%
<b>Subtotal</b>	<b>226,128</b>	<b>127,542</b>	<b>240,183</b>	<b>268,342</b>	<b>243,748</b>	<b>3,565</b>	<b>1.48%</b>

## FY 2021/2022 TOWN CLERK REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>TOWN CLERK</u></b>							
LICENSES - SPORT	76	6	125	50	50	(75)	-60.00%
DOG LICENSES	13,000	4,026	13,000	13,000	13,000	-	0.00%
STATE & FEDERAL GRANTS	-	25,357	-	-	-	-	#DIV/0!
CONVEYANCE TAX RECEIPTS	498,078	312,236	400,000	600,000	450,000	50,000	12.50%
RECORDING FEES	139,853	118,551	110,000	200,000	120,000	10,000	9.09%
FARMLAND PRESERV FEES	2,561	1,577	2,500	3,200	2,500	-	0.00%
TOWN CLERK MISC	-	-	-	-	-	-	#DIV/0!
VITAL RECORD COPY FEES	28,690	15,605	29,500	29,500	29,500	-	0.00%
MARRIAGE LICENSE FEES	1,857	1,216	4,500	2,500	2,500	(2,000)	-44.44%
TRADE NAME FILING FEE	660	190	600	400	500	(100)	-16.67%
VENDOR PERMIT FEES	640	300	600	600	600	-	0.00%
NOTARY FILING FEES	970	365	1,004	705	1,005	1	0.10%
MAP/LAND RECORD COPY FEES	21,987	15,141	20,000	30,000	20,000	-	0.00%
LIQUOR PERMIT FILING FEES	640	180	800	400	600	(200)	-25.00%
CREMATION/BURIAL PERMIT FEES	950	540	800	800	800	-	0.00%
ASSESSOR AIRPLANE REG FEES	3,701	2,480	3,500	3,500	3,500	-	0.00%
ASSESSORY COPY FEES	251	-	700	-	250	(450)	-64.29%
MISC COPY FEES	1,685	633	400	900	400	-	0.00%
FORECLOSURE FILING FEE	490	110	600	200	200	(400)	-66.67%
INSUFFICIENT FUND FEES	20	20	40	40	40	-	0.00%
<b>Subtotal</b>	<b>716,110</b>	<b>498,532</b>	<b>588,669</b>	<b>885,795</b>	<b>645,445</b>	<b>56,776</b>	<b>9.64%</b>

## FY 2021/2022 REGIONAL PROBATE COURT EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>REGIONAL PROBATE COURT</u></b>							
PUBLIC AGENCY SUPPORT	9,502	9,502	9,502	9,502	10,773	1,271	13.38%
<b>Subtotal</b>	<b>9,502</b>	<b>9,502</b>	<b>9,502</b>	<b>9,502</b>	<b>10,773</b>	<b>1,271</b>	<b>13.38%</b>

## **FINANCE**

The Finance Department consists of three divisions: Financial Management, Assessment and Tax Collection. Financial Management services include: accounting and bookkeeping, payroll, accounts payable, accounts receivable, treasury management, financial reporting, budget preparation and monitoring, debt management, capital improvement project administration and reporting and grant monitoring.

The Assessor's Office administers the Town's property tax program in accordance with the Connecticut General Statutes. It is responsible to discover, list and value taxable property, including real estate, personal property and motor vehicles. Other responsibilities include maintaining a list of tax-exempt property, administering property tax exemptions, maintaining tax relief programs and providing support services to the Board of Assessment Appeals.

Tax Collection is responsible for the administration of billing and collecting taxes, sewer assessments, sewer use charges, and special assessments.

## **FY 20/21 ACCOMPLISHMENTS**

- Maintained fund balance reserve of 16%.
- Fiscal Year 2019/20 year-end savings, along with General Fund reserves in excess of 16%, resulted in \$2,000,000 being transferred to the Capital Reserve Fund to be used for future capital needs.
- Completed the annual financial audit for Fiscal Year 2019/20 with an unmodified opinion from the audit firm Blum, Shapiro & Co., the highest opinion possible.
- Prepared the Fiscal Year 2019/20 Comprehensive Annual Financial Report in accordance with the Government Finance Officers Association (GFOA) certificate program.
- Received the Government Finance Officers Associate certificate for excellence in financial reporting for the Fiscal Year 2018/19 Comprehensive Annual Financial Report.
- Updated the Fund Balance Policy.
- Selected new vendor for recordkeeping services for the defined contribution and deferred compensation pension plans resulting in significant savings for employees.
- Completed Fiscal Year 2020/21 debt issuance in February 2021 in accordance with the approved capital plan.
- Began implementation of new financial management software system.
- Completed the 2019 motor vehicle supplemental list for December billing.
- Completed the annual personal property field survey and 2020 personal property declarations.
- Began creation of the 2020 real estate grand list for timely completion.
- Maintained tax collection rate in excess of 99% while providing pleasant and efficient service to taxpayers.
- Implemented shared financial services between the Town and Board of Education.
- Implemented the deferred tax and low interest programs as a result of COVID-19.
- Effectively served the public and collected tax payments while Town offices were closed or on a minimal schedule.

## **FY 21/22 TRENDS & KEY ISSUES**

The Finance Department will continue to focus on reviewing its current financial management systems, policies and procedures for quality, effectiveness and efficiency. These items are a priority for the Board of Selectmen as well as the Board of Finance.

New residential construction, such as apartment complexes, continues to add to both the grand list and the population. With this, comes the increased use of staff resources to process assessments, tax billing, collection and returned mail.

## **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Continue implementation of modern financial management systems to improve processes, accountability, and reporting.

### **Objectives:**

- Implement an electronic payroll system.
- Replace current accounting system software with new accounting system that provides better customer support and utilization.
- Implement capital asset software for capital management and tracking in accordance with auditor recommendation.

**Goal:** Continue to engage in policy and procedure review.

### **Objective:**

- Update all financial related policies to be in line with Board of Selectmen and Board of Finance goals and current practice.

**Goal:** Provide responsible financial management and accurate financial reporting.

### **Objectives:**

- Maintain an unmodified opinion on the annual audit through accurate and timely financial transaction reporting.
- Prepare a Comprehensive Annual Financial Report and apply for the Government Finance Officers Association Certificate for Excellence in Financial Reporting.
- Assist all departments with budget preparation and responsible estimates.
- Apply for the Government Finance Officers Association Distinguished Budget Presentation Award.

**Goal:** Maintain accurate grand list data and continue data collection for the 2020 grand list. Continue to process and submit reports on all mandated state tax relief programs.

### **Objectives:**

- Conduct field inspections and review building department records in preparation for the October 1, 2021 grand list for new construction, additions, remodels, garages, etc.
- Maintain assessment data that is available through the Town's website, including information found on the Assessor's property record cards.
- Complete the 2021 grand list by January 31, 2022.
- Conduct additional person property audits.

**Goal:** Prepare for the 2022 revaluation.

### **Objective:**

- Prepare a request for proposal for the 2022 Revaluation.



**Goal:** Continue to work with tax payment vendor to increase the number of residents paying their taxes online.

**Objective:**

- Reduce cost of paper and postage associated with the mailing of tax bills.

Finance Staffing	FY 19/20 Actual FTE	FY 20/21 Budgeted FTE	FY 21/22 Proposed FTE
<b>Accounting:</b>			
Finance Director/Treasurer	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Finance Specialist	1.00	1.00	1.00
Accountant	0.50	1.00	1.00
<b>Revenue:</b>			
Tax Collector	1.00	1.00	1.00
Tax Clerk	0.83	0.83	0.83
<b>Assessment:</b>			
Assessor	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00
Assessor's Aide	1.00	1.00	1.00
<b>Total</b>	<b>8.33</b>	<b>8.83</b>	<b>8.83</b>

**FY 2021/2022 FINANCE DEPARTMENT EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved			
	FY20	FY21	FY21	FY21	FY22	FY22 Change		FY22	FY22 Change		
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY21	% Change	Requested	from FY21	% Change	
<b>FINANCE DEPARTMENT</b>											
FULL-TIME	313,342	181,049	391,104	391,104	413,931	22,827	5.84%	413,931	22,827	5.84%	
PART-TIME	-	-	-	-	9,700	9,700	#DIV/0!	9,700	9,700	#DIV/0!	Moved from Town Manager's budget for retirement/transition planning
OVERTIME	492	1,281	1,000	1,000	1,500	500	50.00%	1,500	500	50.00%	
BANK FEES	214	18	550	550	550	-	0.00%	550	-	0.00%	
OFFICE SUPPLIES	4,667	1,116	4,000	4,000	4,100	100	2.50%	4,100	100	2.50%	
CONFERENCES & EDUCATION	1,521	-	2,600	2,000	2,600	-	0.00%	2,600	-	0.00%	
DUES & SUBSCRIPTIONS	1,045	-	1,170	1,170	1,350	180	15.38%	1,350	180	15.38%	
COMPUTER SOFTWARE	13,830	26,058	16,463	17,939	25,153	8,690	52.79%	25,153	8,690	52.79%	Prior year balance included credit on previous accting system; First full year of new accting system
<b>Subtotal</b>	<b>335,110</b>	<b>209,522</b>	<b>416,887</b>	<b>417,763</b>	<b>458,884</b>	<b>41,997</b>	<b>10.07%</b>	<b>458,884</b>	<b>41,997</b>	<b>10.07%</b>	
<b>BOARD OF FINANCE</b>											
PART-TIME	2,076	1,065	2,000	2,200	2,250	250	12.50%	2,250	250	12.50%	
CONTRACTUAL SERVICES	38,900	32,500	39,060	39,060	40,040	980	2.51%	40,040	980	2.51%	
ADVERTISING	3,270	-	3,500	3,500	3,500	-	0.00%	3,500	-	0.00%	
COPY & PRINTING SERVICES	955	-	725	725	725	-	0.00%	725	-	0.00%	
OFFICE SUPPLIES	244	-	300	300	300	-	0.00%	300	-	0.00%	
DUES & SUBSCRIPTIONS	-	250	250	250	250	-	0.00%	250	-	0.00%	
<b>Subtotal</b>	<b>45,445</b>	<b>33,815</b>	<b>45,835</b>	<b>46,035</b>	<b>47,065</b>	<b>1,230</b>	<b>2.68%</b>	<b>47,065</b>	<b>1,230</b>	<b>2.68%</b>	
<b>TAX DEPARTMENT</b>											
FULL-TIME	95,666	47,042	97,914	97,914	100,215	2,301	2.35%	100,215	2,301	2.35%	
PART-TIME	38,437	19,379	39,467	39,467	41,215	1,748	4.43%	41,215	1,748	4.43%	
SEASONAL	4,069	4,246	5,385	4,246	5,385	-	0.00%	5,385	-	0.00%	
CONTRACTUAL SERVICES	22,744	13,069	24,212	25,300	24,336	124	0.51%	24,336	124	0.51%	
ADVERTISING	459	-	709	940	576	(133)	-18.76%	576	(133)	-18.76%	
COPY & PRINTING SERVICES	702	77	750	750	750	-	0.00%	750	-	0.00%	
BANK FEES	5,795	4,874	6,000	6,200	6,300	300	5.00%	6,300	300	5.00%	
OFFICE SUPPLIES	699	498	1,155	1,155	1,155	-	0.00%	1,155	-	0.00%	
CONFERENCES & EDUCATION	369	-	1,600	-	1,600	-	0.00%	1,600	-	0.00%	
DUES & SUBSCRIPTIONS	1,350	506	1,385	-	1,425	40	2.89%	1,425	40	2.89%	
COVID-19	770	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	
COMPUTER SOFTWARE	8,100	8,812	8,350	8,812	8,962	612	7.33%	8,962	612	7.33%	
<b>Subtotal</b>	<b>179,160</b>	<b>98,502</b>	<b>186,927</b>	<b>184,784</b>	<b>191,919</b>	<b>4,992</b>	<b>2.67%</b>	<b>191,919</b>	<b>4,992</b>	<b>2.67%</b>	
<b>ASSESSOR'S OFFICE</b>											
FULL-TIME	189,580	99,854	214,942	214,942	225,113	10,171	4.73%	276,765	61,823	28.76%	Added Temp Assessor position \$51,652
PART-TIME	6,946	2,620	800	4,000	800	-	0.00%	800	-	0.00%	
OVERTIME	8,807	4,539	-	5,000	-	-	#DIV/0!	-	-	#DIV/0!	
CONTRACTUAL SERVICES	32,545	2,700	50,000	50,000	50,000	-	0.00%	50,000	-	0.00%	
ADVERTISING	26	26	30	26	30	-	0.00%	30	-	0.00%	
COPYING & PRINTING	3,939	3,996	2,950	3,996	5,285	2,335	79.15%	5,285	2,335	79.15%	QDS to print declarations and resident notices
OFFICE SUPPLIES	639	38	1,080	1,080	700	(380)	-35.19%	700	(380)	-35.19%	
EQUIPMENT MAINTENANCE	-	-	375	375	375	-	0.00%	375	-	0.00%	
CONFERENCES & EDUCATION	1,432	512	4,045	3,000	4,045	-	0.00%	4,045	-	0.00%	

**FY 2021/2022 FINANCE DEPARTMENT EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
TRAVEL	178	-	650	400	650	-	0.00%	650	-	0.00%
DUES & SUBSCRIPTIONS	695	165	1,750	1,750	2,015	265	15.14%	2,015	265	15.14%
FURNITURE	2,768	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
COMPUTER SOFTWARE	16,824	16,824	21,398	21,398	21,849	451	2.11%	21,849	451	2.11%
<b>Subtotal</b>	<b>264,381</b>	<b>131,274</b>	<b>298,020</b>	<b>305,967</b>	<b>310,862</b>	<b>12,842</b>	<b>4.31%</b>	<b>362,514</b>	<b>64,494</b>	<b>21.64%</b>

## FY 2021/2022 FINANCE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>FINANCE DEPARTMENT</u></b>							
STATE & FEDERAL GRANTS	77,648	-	77,648	77,648	77,648	-	0.00%
HOUSING AUTH PILOT	36,416	27,273	25,000	25,000	25,000	-	0.00%
CHARGES FOR SERVICES - BOE	8,520	8,520	-	-	30,000	30,000	#DIV/0!
FIRE DISTRICT	6,500	-	6,500	6,500	6,500	-	0.00%
INTEREST ON INVESTMENTS	654,355	32,309	400,000	130,000	50,000	(350,000)	-87.50%
CHANGE IN MARKET VALUE	(13,826)	(430)	-	-	-	-	#DIV/0!
UNREALIZED GAIN	9,415	(1,268)	-	-	-	-	#DIV/0!
MISCELLANEOUS	1,189	-	-	-	-	-	#DIV/0!
SEWER USE FUND	114,483	115,000	114,483	114,483	114,483	-	0.00%
BOND PREMIUMS	1,021,941	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>1,916,641</b>	<b>181,404</b>	<b>623,631</b>	<b>353,631</b>	<b>303,631</b>	<b>(320,000)</b>	<b>-51.31%</b>
<b><u>TAX DEPARTMENT</u></b>							
TAXES - PRIOR YR COLLECTION	460,839	65,052	280,000	336,803	280,000	-	0.00%
TAXES - PRIOR YR REFUNDS	(63,159)	(80,155)	-	(100,000)	-	-	#DIV/0!
TAXES - CURRENT YR COLLECTION	91,291,408	61,324,703	92,422,778	92,822,778	95,534,865	3,112,087	3.37%
TAXES - ABATEMENTS	-	-	-	-	-	-	-
INTEREST & LIENS	277,285	118,755	250,000	145,000	250,000	-	0.00%
INSUFFICIENT FUND FEES	318	140	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>91,966,691</b>	<b>61,428,494</b>	<b>92,952,778</b>	<b>93,204,581</b>	<b>96,064,865</b>	<b>3,112,087</b>	<b>3.35%</b>
<b><u>ASSESSOR'S OFFICE</u></b>							
DISABLED & ELDERLY STATE REIMBURSEMENT	1,295	-	1,300	1,300	1,300	-	0.00%
VETERANS EXEMPTION REIMBURSEMENT	4,441	-	4,500	4,500	4,500	-	0.00%
<b>Subtotal</b>	<b>5,736</b>	<b>-</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>	<b>-</b>	<b>0.00%</b>

## **INFORMATION TECHNOLOGY**

The Information Technology Department has two full-time employees that oversee the daily technology operations of all municipal offices, including the Simsbury Police Department, Simsbury Public Library, Board of Education Central Office, Regional Probate Office and Water Treatment Facilities. In addition to daily operations the department continues to research and implement technologies that provide cost and administrative efficiencies. The department's staff is committed to providing a superior level of customer service and technical support to maximize technologies adopted by supervised departments. The Department participates in monthly meetings with Simsbury's Technology Task Force and IT Steering Committee on technology activities, issues and recommendations.

## **FY 20/21 ACCOMPLISHMENTS**

- Continued success with Cyber security awareness program for Town-wide personnel that consisted of online training modules, educational publications and phishing campaigns. Current exposure is below industry average of 10%.
- Migrated to Hosted email services for municipal departments.
- Successfully deployed technologies to support 64+ remote employees during COVID-19 response utilizing re-engineered equipment. Directed and supervised roll-out of ZOOM technology to all departments in support of holding virtual meetings for departments, Boards, and Commissions.
- Continued Windows 10 desktop migration throughout supervised departments.
- Successfully deployed new "cloud-based" wifi environment within municipal facilities.
- Implemented hyper converged network storage solution providing encryption, backup and recovery processes within a single dashboard management screen.
- Completed mobile technology for use by Building Officials in supporting field work during onsite inspections and related activity.
- Designed and implemented local and remote technologies for 2020 Presidential Campaign at EDR (Election Day Registrations) as well as provided Support Services to these locations within the Simsbury Library and Town Hall.
- Completed first phase of LiveScan project that will provide law enforcement with a next generation fingerprinting application.
- Responded to 2,180 service requests from municipal and educational departments with an average completion time of 24 hours or less.
- Completed Phase II of fiber optic build out to Simsbury Farms complex providing data, telephony and Internet services.
- Designed and implemented mobile and body cameras video systems and support on private cloud-based platform.

## **FY 21/22 TRENDS & KEY ISSUES**

The IT Department will continue to conduct security audit reviews and enhancements of Town technologies. These audits and enhancements allow employees to continue to perform the day to day operations that are increasingly reliant on technology in today's world while also allowing the department to be able to plan for disaster recovery. Cyber security remains a top focus of the department and IT staff will continue to emphasize this through the employee Cyber Security Awareness Program. Migration of network and security based appliances will be reviewed and phased into environment to strengthen existing infrastructure including email archiving, backup strategies and network detection and response systems (NDR).

**FY 21/22 GOALS & OBJECTIVES**

**Goal:** Enhance security levels and protection measures for intranet and internet connected technologies.

**Objectives:**

- Work with all departments to understand internal and external technology needs and implement appropriate security hardware and/or services.
- Continue security audits by MS-ISAC to identify potential risks and remediation when identified.

**Goal:** Migrate law enforcement server environment and application(s) databases.

**Objectives:**

- Collaborate with staff, police and vendors on implementing enhancements that provide a higher level of management of data and reporting.
- Complete migration within new network storage environment that will minimize downtime during the project.

**Goal:** Re-engineer business continuity plan and disaster recovery planning.

**Objectives:**

- Review possible vendors and environmental features to compliment IT staff in providing data usage, backup and recovery expectations.
- Identify potential risks and remediation when identified.

**Goal:** Provide technology solutions and support with upcoming department projects.

**Objectives:**

- Assist in the deployment and continuing support for video/audio surveillance equipment.
- Research and design two-factor authentication (2FA) electronic authentication security level for remote access.

<b>Information Technology Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Data Processing Manager	1.00	1.00	1.00
Information Technology Analyst	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**FY 2021/2022 INFORMATION TECHNOLOGY EXPENDITURE BUDGET**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
<b><u>INFORMATION TECHNOLOGY</u></b>								
FULL-TIME	226,463	112,427	231,785	231,785	237,232	5,447	2.35%	
OVERTIME	-	-	1,200	600	1,200	-	0.00%	
CONTRACTUAL SERVICES	34,934	36,727	71,519	69,000	75,885	4,366	6.10%	Increase in Zoom licenses for COVID
TECHNICAL & PROGRAM SUPPLIES	2,656	531	3,000	2,800	3,000	-	0.00%	
CONFERENCES & EDUCATION	74	-	2,000	1,200	2,000	-	0.00%	
TRAVEL	400	-	700	700	700	-	0.00%	
DUES & SUBSCRIPTIONS	135	185	870	870	870	-	0.00%	
TECHNICAL & PROGRAM EQUIPMENT	26,586	6,412	22,500	22,500	22,500	-	0.00%	
COMPUTER SOFTWARE	7,515	-	9,708	9,708	9,707	(1)	-0.01%	
<b>Subtotal</b>	<b>298,762</b>	<b>156,283</b>	<b>343,282</b>	<b>339,163</b>	<b>353,094</b>	<b>9,812</b>	<b>2.86%</b>	

**FY 2021/2022 INFORMATION TECHNOLOGY REVENUE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>INFORMATION TECHNOLOGY</u></b>							
CHARGES FOR SERVICES - BOE	169,830	74,601	168,983	168,983	168,270	(713)	-0.42%
<b>Subtotal</b>	<b>169,830</b>	<b>74,601</b>	<b>168,983</b>	<b>168,983</b>	<b>168,270</b>	<b>(713)</b>	<b>-0.42%</b>



## **PLANNING AND COMMUNITY DEVELOPMENT**

The Planning and Community Development Department plays a key role in coordinating and administering the responsibilities of the Town's development and land use planning. This multifaceted task includes the establishment and regulatory implementation of local land use goals and objectives. The Department places high importance on meeting with prospective applicants and landowners to assist with navigating through the land use process.

The Planning Department is responsible for providing staff support for the various land use commissions, such as the Zoning Commission, Planning Commission, Conservation Commission, Zoning Board of Appeals, Design Review Board and the Historic District Commission. The Planning Department is also responsible for implementing the standards of the National Flood Insurance Program, the Connecticut Aquifer Protection Program, and the Inland Wetland/Watercourse Act.

The Building Division administers the Connecticut Building Code which is comprised of a number of model codes including the electric, fire safety, mechanical, plumbing, energy and existing building codes, as well as a number of reference standards including those for accessibility. This is enforced through plan reviews, thousands of site inspections, responding to inquiries, providing information and, when needed, issuing orders to obtain compliance with all of the code requirements. The Department supports the Fire Marshal in responding to fires, is the liaison with public utilities for service approvals and connections, and has the authority to condemn a building or structure due to life-safety concerns.

## **FY 20/21 ACCOMPLISHMENTS**

- Accepted, processed, tracked and filed 2,244 applications for permits valued at \$50,616,000.
- Performed 2,600 inspections.
- Completed Phase 1 of Zoning Regulations update with re-organization/re-write with the Zoning Commission.
- Worked with the Zoning Commission in updating various sections of the Zoning Regulations (Phase 2).
- Assisted the Town Manager's Office in Economic Development initiatives such as updating the Business Development Incentive Policy.
- Worked with Simsbury Main Street Partnership and the Town Manager's Office to conduct business visitations.
- Worked with various Land Use Commissions in implementing some of the goals and objectives outlined in the 2017 Plan of Conservation and Development.
- Worked with Historic District Commission securing consultant to update District Handbook.
- Started work on Affordable Housing Plan for Simsbury with the Planning Commission

## **FY 20/21 TRENDS & KEY ISSUES**

One of the Town Manager's priorities is for superior customer service to be provided to our residents and patrons. The Planning Department's primary functions are regulatory in nature and can oftentimes be perceived as unfriendly or cumbersome, resulting in a decreased customer service experience. Staff has been coordinating with the Town Manager's Office to create an open, friendly process for land use applications. This will include an update to the land use process handbook that is customer-oriented and easy-to-understand. Staff has been working on outreach to businesses and property owners to assist in application submittals and requirements. Pre-application meetings are

being encouraged with all applicants, including businesses and homeowners, to ensure understanding of the process and timeframes associated with application submittals. New business and sign application packages are being worked on with Simsbury Main Street Partnership.

Another key issue the Planning Department will be working on involves FEMA's update to the Flood Insurance Study of the Farmington River Basin, which will result in the Flood Insurance Rate Maps being updated. These changes will affect residents' classification for flood insurance determinations. Communication with residents and commissions regarding this project will be essential for the department to ensure proper understanding of how the changes will affect property owners and to ensure that information is available as soon as it is provided by FEMA. Staff anticipates that maps will be finalized by FEMA sometime in FY 21/22.

Simsbury and the Farmington Valley have continued to be a very busy place. There are several projects proposed for the upcoming year (i.e. Andy's Plaza remodel) with several that are permitted and currently under construction (i.e. McLean's Independent Living Expansion, Ridge at Talcott Mountain, Highcroft Place, Cambridge Court, etc.). The 2,244 issued permits is an increase from 2,087 in 2019/20.

In addition, Simsbury continued to participate in a mutual aid agreement for building official staffing with Granby, East Granby, Suffield, Canton and Hartland.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Complete Phase 2 of Zoning Regulations update.

**Objective:**

- Continue working with the Zoning Commission on a comprehensive rewrite of the Zoning Regulations.

**Goal:** Update the development guide in a user friendly format with detailed guidance for residents and developers on the land use process.

**Objective:**

- Continue to work with the Town Manager's Office, Simsbury Main Street Partnership, Chamber of Commerce and other key stakeholders in developing a comprehensive guidance document.

**Goal:** Review and update all handouts used for building permit process.

**Objective:**

- Work on updating all forms/informational pamphlets given to the public that explain building code requirements or processes.

**Goal:** Advance the Plan of Conservation and Development's priorities to promote economic development.

**Objectives:**

- Examine land use processes and land use regulations which pose obstacles or hinder economic development.
- Investigate the current zoning map and identify areas where zone changes would be appropriate to encourage business expansion and growth.

- Identify areas of the Town that need infrastructure updates, such as sewer and fiber optic internet services that are required by business.

<b>Planning and Development Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Planning</b>			
Director of Planning and Community Development	1.00	1.00	1.00
Assistant Town Planner	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00
Land Use Specialist	1.00	1.00	1.00
<b>Building</b>			
Land Use Clerk	0.54	0.54	0.54
Building Official	1.00	1.00	1.00
Deputy Building Official	1.00	1.00	1.00
Building Department Specialist	1.00	1.00	1.00
<b>Total</b>	<b>7.54</b>	<b>7.54</b>	<b>7.54</b>

## FY 2021/2022 PLANNING AND BUILDING EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>PLANNING DEPARTMENT</u></b>							
FULL-TIME	248,643	130,101	339,544	339,544	339,745	201	0.06%
PART-TIME	11,399	5,740	15,394	15,394	12,908	(2,486)	-16.15%
OVERTIME	41	-	-	-	-	-	#DIV/0!
ADVERTISING	-	-	500	-	200	(300)	-60.00%
COPY & PRINTING SERVICES	560	155	900	155	500	(400)	-44.44%
OFFICE SUPPLIES	1,044	433	1,400	433	1,000	(400)	-28.57%
TECH & PROGRAM SUPPLIES	-	-	300	-	200	(100)	-33.33%
VEHICLE MAINTENANCE	144	-	500	-	400	(100)	-20.00%
GASOLINE	129	112	500	1,112	400	(100)	-20.00%
CONFERENCES & EDUCATION	2,950	750	7,000	750	6,500	(500)	-7.14%
DUES & SUBSCRIPTIONS	2,094	2,165	5,750	2,165	5,500	(250)	-4.35%
<b>Subtotal</b>	<b>267,002</b>	<b>139,455</b>	<b>371,788</b>	<b>359,553</b>	<b>367,353</b>	<b>(4,435)</b>	<b>-1.19%</b>
<b><u>BUILDING DEPARTMENT</u></b>							
FULL-TIME	244,360	119,974	254,112	254,112	262,135	8,023	3.16%
PART-TIME	11,399	5,740	15,394	15,394	12,908	(2,486)	-16.15%
ADVERTISING	82	-	200	100	150	(50)	-25.00%
COPY & PRINTING SERVICES	154	-	300	-	200	(100)	-33.33%
BANK FEES	(41)	143	360	138	360	-	0.00%
OFFICE SUPPLIES	859	446	1,200	1,000	1,200	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	-	-	100	-	100	-	0.00%
VEHICLE MAINTENANCE	594	-	500	-	500	-	0.00%
GASOLINE	823	297	1,500	297	1,500	-	0.00%
CONFERENCES & EDUCATION	555	1,087	3,000	1,087	2,500	(500)	-16.67%
DUES & SUBSCRIPTIONS	423	178	1,000	1,000	1,000	-	0.00%
COMPUTER SOFTWARE	9,502	12,002	10,000	12,002	10,000	-	0.00%
<b>Subtotal</b>	<b>268,709</b>	<b>139,865</b>	<b>287,666</b>	<b>285,130</b>	<b>292,554</b>	<b>4,888</b>	<b>1.70%</b>

## FY 2021/2022 BUILDING DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>BUILDING DEPARTMENT</u></b>							
BUILDING DEPT FEES	714,120	820,796	450,000	850,000	675,000	225,000	50.00%
BUILDING DEPT SERVICES - GOVERNMENTAL	34,409	5,196	54,000	54,000	38,500	(15,500)	-28.70%
INSUFFICIENT FUND FEES	40	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>748,568</b>	<b>825,992</b>	<b>504,000</b>	<b>904,000</b>	<b>713,500</b>	<b>209,500</b>	<b>41.57%</b>

## **POLICE**

The Police Department is a national and state accredited agency empowered by the Town Charter and state statutes to preserve the public peace, prevent crime, apprehend criminals, regulate traffic, protect the rights of person and property and enforce the laws of the state and the ordinance of the Town. The Department operates under a community policing and victim oriented philosophy, delivering a full range of services to include enforcement, investigation, dispatch, medical services, education, prevention and problem-solving and animal control services. The Department collaborates with town and other public agencies, and private entities to support community needs and increase quality of life.

## **FY 20/21 ACCOMPLISHMENTS**

- Maintained accreditation through CALEA and the State of Connecticut.
- Implemented a new command structure to enhance supervision, adjust to growth, needs and services for a growing community.
- Acquired body cameras and replaced aged technology.
- Adjusted to the pandemic while maintaining adequate training and service to the community.
- Advanced 6 sworn members to “instructor” status in areas such as Fair and Impartial Policing, Diffusion and Escalation Techniques and Use of Force.
- Continued general traffic safety efforts with attention to specific areas for traffic calming, and increased safety of pedestrians, bicyclist and motor vehicle occupants.
- Maintained engagement with and support for community through social media, participation in group initiatives and civic events, fundraisers and awareness campaigns.
- Conducted a use of force policies review and provided a report and recommendations for improvement.

## **FY 21/22 TRENDS & KEY ISSUES**

Staffing levels has been an issue for many years. The Department is authorized for 39 sworn members and 7 dispatchers, but we regularly experience significant police officer and dispatch shortages over the last 4 years due to retirements, long-term leave (both non-work and work related) and other leave (sick and vacation). Staffing shortages have left us with vacancies in key positions (e.g. traffic officer).

Traffic crashes have been trending down over the last 3 years, but the demand for traffic enforcement and traffic calming has increased. Requests for speed enforcement, roadway markings and signs, traffic control (motor, pedestrian and bicycle) and calming have increased greatly. Enforcement requires personnel and time, while the others aspects require research, collaboration among departments/agencies and significant time.

The number of vehicle thefts continues to trend upward throughout the state, region and town. There were a total of 6 vehicle thefts in the calendar year 2015 and at least 33 in calendar year 2020, over 400% increase. Many of the motor vehicle thefts have been linked to violent crime in the region.

## **FY 21/22 GOALS & OBJECTIVES**

**GOAL:** Enhance roadway safety efforts through enforcement, education and design.

### **Objectives:**

- Obtain staffing levels to support the return of the traffic officer assignment as well as an additional traffic officer assignment in order to increase safety efforts.

- Train more personnel to identify, assess and create solutions for traffic safety concerns, to include roadway markings, signage, traffic calming, crosswalks and design.
- Provide additional alternatives to traditional enforcement and education efforts by use of combination radar/variable message signs.

**GOAL:** Advance department-wide professional growth through experience, training, education and a focus of employee wellness.

**Objectives:**

- Enhance scenario based training opportunities in areas of diffusion and de-escalation, mental health and use of force.
- Provide professional development through formal training in technical, investigative, interpersonal and problem-solving areas and support higher education opportunities.
- Provide behavioral health assessments and increase wellness efforts for all personnel.

**GOAL:** Improve information collection, department use and public sharing.

**Objectives:**

- Provide more options for public access to documentation, reports and information.
- Improve collection, efficiency and analysis of crime, activity and trends in order to prevent and/or respond contemporaneously.

<b>Police Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Uniformed</b>			
Chief	1.00	1.00	1.00
Deputy Chief	0.00	1.00	1.00
Lieutenant	2.00	3.00	3.00
Sergeant	9.00	8.00	8.00
Patrol 1st Class	18.00	18.00	18.00
Patrol Officer	8.00	8.00	8.00
Animal Control Officer	1.00	1.00	1.00
<b>Civilian</b>			
Dispatcher	7.00	7.00	7.00
Records Supervisor	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00
Police Clerk	0.50	0.50	0.50
Administrative Assistant II	1.00	1.00	1.00
Crossing Guard	2.86	2.86	2.86
<b>Total</b>	<b>52.36</b>	<b>53.36</b>	<b>53.36</b>

**FY 2021/2022 POLICE DEPARTMENT EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
<b><u>POLICE COMMISSION</u></b>										
CONFERENCES & EDUCATION	-	-	-	-	750	750	#DIV/0!	750	750	#DIV/0!
<b>Subtotal</b>	-	-	-	-	<b>750</b>	<b>750</b>	<b>#DIV/0!</b>	<b>750</b>	<b>750</b>	<b>#DIV/0!</b>
<b><u>POLICE DEPARTMENT</u></b>										
FULL-TIME	3,567,566	1,800,127	3,925,816	3,751,316	3,954,201	28,385	0.72%	3,954,201	28,385	0.72%
PART-TIME	22,034	10,888	23,330	23,330	24,359	1,029	4.41%	24,359	1,029	4.41%
OVERTIME	239,881	114,795	225,000	260,000	250,000	25,000	11.11%	250,000	25,000	11.11% Year 3 of 3-year plan to increase overtime
OVERTIME TRAINING	42,722	19,751	43,000	43,000	43,308	308	0.72%	51,308	8,308	19.32% Add Police De-escalation Training \$8,000
SEASONAL	33,450	20,097	53,525	49,000	53,525	-	0.00%	53,525	-	0.00%
HOLIDAY PAY	149,053	66,791	188,000	168,000	188,000	-	0.00%	188,000	-	0.00% Reflects 85% of time being selected as pay vs comp time
LONGEVITY	2,100	1,400	1,400	1,400	-	(1,400)	-100.00%	-	(1,400)	-100.00%
UNIFORM ALLOWANCE	43,582	39,983	45,020	45,020	44,200	(820)	-1.82%	44,200	(820)	-1.82%
EDUCATION REIMBURSEMENT	15,703	-	10,800	10,800	11,400	600	5.56%	11,400	600	5.56%
CONTRACTUAL SERVICES	53,174	28,741	68,834	68,834	72,392	3,558	5.17%	72,392	3,558	5.17% Increased cost of promotional process; new state mandated officer assessments
INVESTIGATIONS	2,416	439	3,918	3,918	4,033	115	2.94%	4,033	115	2.94%
COPY & PRINTING SERVICES	501	115	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%
OFFICE SUPPLIES	2,521	2,800	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	19,736	3,366	29,750	29,750	34,946	5,196	17.47%	34,946	5,196	17.47% Increased ammunition costs and replacement tasers
MEDICAL SUPPLIES	2,975	790	6,170	6,170	6,820	650	10.53%	6,820	650	10.53%
CHEMICAL & LAB SUPPLIES	205	-	80	80	630	550	687.50%	630	550	687.50%
CLOTHES & SAFETY SUPPLIES	9,966	3,075	10,978	10,978	11,058	80	0.73%	11,058	80	0.73%
EQUIPMENT MAINTENANCE	4,962	3,277	11,390	11,390	11,110	(280)	-2.46%	11,110	(280)	-2.46%
VEHICLE MAINTENANCE	17,297	1,669	20,000	20,000	20,500	500	2.50%	20,500	500	2.50%
GASOLINE	72,487	25,093	61,790	61,790	67,068	5,278	8.54%	67,068	5,278	8.54% Based on prior year actuals
TELEPHONE SERVICE	9,178	3,718	9,000	9,000	10,680	1,680	18.67%	10,680	1,680	18.67% Added extra lines for cruisers
CONFERENCES & EDUCATION	10,499	4,535	28,450	22,000	30,550	2,100	7.38%	30,550	2,100	7.38% Academy tuition increased fees
DUES & SUBSCRIPTIONS	5,361	1,923	4,345	4,345	4,610	265	6.10%	4,610	265	6.10%
COVID-19	1,790	11,961	-	-	-	-	#DIV/0!	-	-	#DIV/0!
COMPUTER SOFTWARE	3,108	3,265	5,566	5,566	5,810	244	4.38%	5,810	244	4.38%
CNR - POLICE VEHICLES	130,000	141,000	141,000	141,000	148,050	7,050	5.00%	148,050	7,050	5.00%
<b>Subtotal</b>	<b>4,462,268</b>	<b>2,309,600</b>	<b>4,923,162</b>	<b>4,752,687</b>	<b>5,003,250</b>	<b>80,088</b>	<b>1.63%</b>	<b>5,011,250</b>	<b>88,088</b>	<b>1.79%</b>
<b><u>DISPATCH</u></b>										
FULL-TIME	445,919	238,207	502,147	472,147	508,856	6,709	1.34%	508,856	6,709	1.34%
OVERTIME	55,053	15,155	34,000	41,000	41,000	7,000	20.59%	41,000	7,000	20.59% Reflects actual spend more accurately
OVERTIME TRAINING	502	-	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
HOLIDAY PAY	8,707	5,525	11,500	11,500	11,877	377	3.28%	11,877	377	3.28%
LONGEVITY	575	-	575	-	-	(575)	-100.00%	-	(575)	-100.00%
CONTRACTUAL SERVICES	2,511	417	2,940	2,940	1,735	(1,205)	-40.99%	1,735	(1,205)	-40.99%
OFFICE SUPPLIES	-	-	340	340	340	-	0.00%	340	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	240	338	425	425	475	50	11.76%	475	50	11.76%
CLOTHES & SAFETY SUPPLIES	353	720	1,600	1,600	1,000	(600)	-37.50%	1,000	(600)	-37.50%
EQUIPMENT MAINTENANCE	4,165	627	1,780	1,780	2,480	700	39.33%	2,480	700	39.33%
CONFERENCES & EDUCATION	1,109	800	3,120	3,120	3,870	750	24.04%	3,870	750	24.04%



**FY 2021/2022 POLICE DEPARTMENT EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20	FY21	FY21	FY21	FY22	FY22 Change	% Change	FY22	FY22 Change	% Change
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY21		Requested	from FY21	
COVID-19	-	3,620	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>519,134</b>	<b>265,409</b>	<b>560,427</b>	<b>536,852</b>	<b>573,633</b>	<b>13,206</b>	<b>2.36%</b>	<b>573,633</b>	<b>13,206</b>	<b>2.36%</b>
<b><u>ANIMAL CONTROL</u></b>										
FULL-TIME	61,266	30,171	64,091	64,091	66,934	2,843	4.44%	66,934	2,843	4.44%
OVERTIME	242	17	1,160	1,160	1,338	178	15.34%	1,338	178	15.34%
ADVERTISING	33	-	200	200	200	-	0.00%	200	-	0.00%
COPY & PRINTING SERVICES	510	-	500	500	500	-	0.00%	500	-	0.00%
OFFICE SUPPLIES	-	-	50	50	50	-	0.00%	50	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	216	183	725	725	725	-	0.00%	725	-	0.00%
PARTS SUPPLIES	-	-	600	600	600	-	0.00%	600	-	0.00%
CLOTHES & SAFETY SUPPLIES	-	-	400	400	400	-	0.00%	400	-	0.00%
VEHICLE MAINTENANCE	-	-	1,500	1,500	1,500	-	0.00%	1,500	-	0.00%
FEES PAID TO STATE	5,176	4,425	6,000	5,000	6,000	-	0.00%	6,000	-	0.00%
CONFERENCES & EDUCATION	75	-	100	100	100	-	0.00%	100	-	0.00%
DUES & SUBSCRIPTIONS	-	-	50	50	50	-	0.00%	50	-	0.00%
<b>Subtotal</b>	<b>67,518</b>	<b>34,796</b>	<b>75,376</b>	<b>74,376</b>	<b>78,397</b>	<b>3,021</b>	<b>4.01%</b>	<b>78,397</b>	<b>3,021</b>	<b>4.01%</b>
<b><u>EMERGENCY MANAGEMENT</u></b>										
TECH & PROGRAM SUPPLIES	6,231	5,076	6,685	6,685	6,785	100	1.50%	6,785	100	1.50%
<b>Subtotal</b>	<b>6,231</b>	<b>5,076</b>	<b>6,685</b>	<b>6,685</b>	<b>6,785</b>	<b>100</b>	<b>1.50%</b>	<b>6,785</b>	<b>100</b>	<b>1.50%</b>

**FY 2021/2022 POLICE DEPARTMENT REVENUE BUDGET**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY21 Requested	FY21 Change from FY20	% Change
<b><u>POLICE DEPARTMENT</u></b>										
POLICE PERMIT	4,790	4,154	6,000	8,000	6,000	-	0.00%	6,000	-	0.00%
CHARGES FOR SERVICES - BOE	117,819	59,798	140,251	140,251	143,812	3,561	2.54%	144,137	3,886	2.77%
EMERGENCY REPORTING SYSTEM	39,828	-	36,563	39,828	39,828	3,265	8.93%	39,828	3,265	8.93%
POLICE TRAFFIC TICKETS	2,994	2,691	3,000	2,500	3,000	-	0.00%	3,000	-	0.00%
POLICE FALSE ALARM FEES	4,205	3,370	6,000	4,500	4,500	(1,500)	-25.00%	4,500	(1,500)	-25.00%
MISCELLANEOUS	4,116	433	2,750	4,000	4,100	1,350	49.09%	4,100	1,350	49.09%
<b>Subtotal</b>	<b>173,751</b>	<b>70,445</b>	<b>194,564</b>	<b>199,079</b>	<b>201,240</b>	<b>6,676</b>	<b>3.43%</b>	<b>201,565</b>	<b>7,001</b>	<b>3.60%</b>
<b><u>ANIMAL CONTROL</u></b>										
ANIMAL CONTROL FINES	295	105	500	500	500	-	0.00%	500	-	0.00%
<b>Subtotal</b>	<b>295</b>	<b>105</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>0.00%</b>	<b>500</b>	<b>-</b>	<b>0.00%</b>

## **ENGINEERING**

The Engineering Department provides professional planning and engineering services related to various town-owned infrastructure including roadways, bridges, dams, buildings and recreational facilities. The goal of the Engineering Department is to effectively sustain and improve the current quality of life for Simsbury residents and businesses and providing infrastructure solutions to support future economic growth.

The Engineering Department is responsible for managing professional consultants and general contractors in the execution of capital projects and other infrastructure improvement projects. The Department is also responsible for reviewing development plans and utility improvement projects for consistency with town standards and regulations and any impacts to the public right of way. The Town Engineer is responsible for administration and management of the Engineering Department staff and also serves as the staff liaison to the Public Building Committee in the execution of projects assigned to that committee. Other services provided include preparation of grant applications, grants management and reporting as required.

## **FY 20/21 ACCOMPLISHMENTS**

- Continue design development for the 0.84 mile Bloomfield to Tariffville Multi-Use Trail Connector Project in collaboration with the Town of Bloomfield. Construction of the project will be initiated in FY 21/22. Secured an additional \$497,000 in grant funding to fully fund the project.
- Continue design development and permitting for the development of a multi-use trail segment from the Farmington Canal Heritage Trail to Curtiss & Pattison Parks.
- Completed final construction documents and easement documents for the rehabilitation of the following town owned bridges: Barndoor Hills Road over Bissell Brook and Firetown Road Bridge over Bissell Brook.
- Worked closely with Town Manager's Office in reviewing the potential acquisition of the Meadowood parcel by the Town of Simsbury.
- Worked with Board of Education staff and the Public Building Committee in the completion of the Henry James Memorial School Phase 3 Renovations project.
- Completed the construction of the Riverside Road / Drake Hill Road Bridge Rehabilitation project.
- Completed short-term maintenance improvements for three town-owned dams including Lake Basile Dam, Stoddard Reservoir Dam and Orkil (Simsbury) Farms Pond Dam.
- Completed the replacement of the Eno Memorial Hall Auditorium audio system.
- Completed design and initiate construction of Site Lighting and Fiber Network Improvements at Simsbury Farms Recreational Complex.
- Continued design development for the Town Hall Site Improvements project. Phase I construction is expected in 2021.
- Completed replacement of the Simsbury Farms Rink Evaporative Condenser Unit. The replacement of refrigeration system controls is anticipated in early 2021.
- Successfully obtained STEAP grant funding in the amount of \$128,000 for Accessibility Improvements at the Simsbury Meadows Performing Art Center.

**FY 20/21 TRENDS & KEY ISSUES**

The Department will continue to execute the successful completion of currently funded capital projects while providing support to development activities currently in the development pipeline. The Department is now fully staffed with the filling of a vacant staff engineer position in July of 2020.

**FY 20/21 GOALS & OBJECTIVES**

**Goal:** Advance currently funded infrastructure projects and advance planning for future projects.

**Objectives:**

- Initiate construction for the Bloomfield to Tariffville Multi-Use Trail Connector Project.
- Complete the design and permitting for the Multi-Use Trail from the Farmington Canal Heritage Trail to Curtiss & Pattison Parks.
- Complete Phase I construction for the Town Hall Site Improvements project.
- Complete construction of Lighting /Fiber Network Improvements at Simsbury Farms Recreational Complex.
- Advance design projects for priority repairs to Lake Basile and Orkil (Simsbury) Farms Dams.

**Goal:** Utilize currently approved capital funding to leverage possible grant opportunities.

**Objectives:**

- Seek infrastructure grant opportunities in support of economic development priorities.
- Seek grant opportunities for future and current bridge rehabilitation projects.
- Seek grant opportunities for future and current planned multi-use trail segments.

<b>Engineering Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Town Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Administrative Secretary II	0.71	0.71	0.71
<b>Total</b>	<b>2.71</b>	<b>2.71</b>	<b>2.71</b>

**FY 2021/2022 ENGINEERING EXPENDITURE BUDGET**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
<b>ENGINEERING DEPARTMENT</b>								
FULL-TIME	118,978	90,768	204,893	187,734	196,660	(8,233)	-4.02%	
PART-TIME	40,226	19,578	40,702	39,462	41,658	956	2.35%	
CONSULTANT	46,406	20,456	31,500	41,000	34,000	2,500	7.94%	Utilize department salary savings to utilize additional consulting services
ADVERTISING	-	-	500	500	500	-	0.00%	
COPY & PRINTING SERVICES	-	-	100	100	100	-	0.00%	
OFFICE SUPPLIES	274	367	400	600	400	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	333	764	1,000	1,200	1,000	-	0.00%	
PARTS SUPPLIES	-	-	200	200	200	-	0.00%	
EQUIPMENT MAINTENANCE	165	-	1,000	500	1,000	-	0.00%	
VEHICLE MAINTENANCE	110	-	500	500	500	-	0.00%	
GASOLINE	416	130	620	300	618	(2)	-0.32%	
CONFERENCES & EDUCATION	128	6	2,750	1,000	2,750	-	0.00%	
DUES & SUBSCRIPTIONS	954	373	925	1,000	1,225	300	32.43%	
COMPUTER SOFTWARE	400	400	1,200	1,200	3,200	2,000	166.67%	Higher level AutoCAD license
<b>Subtotal</b>	<b>208,391</b>	<b>132,842</b>	<b>286,290</b>	<b>275,296</b>	<b>283,811</b>	<b>(2,479)</b>	<b>-0.87%</b>	

## FY 2021/2022 ENGINEERING DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>ENGINEERING DEPARTMENT</u></b>							
ENGINEERING DEPT FEES	161	-	50	50	50	-	0.00%
CHARGES FOR SERVICES - BOE	20,000	-	20,000	20,000	20,000	-	0.00%
<b>Subtotal</b>	<b>20,161</b>	<b>-</b>	<b>20,050</b>	<b>20,050</b>	<b>20,050</b>	<b>-</b>	<b>0.00%</b>

## **PUBLIC WORKS**

The Public Works Department is responsible for effectively managing and maintaining the Town's infrastructure and assets, including: roads; public buildings; fleet; water pollution control; and transfer station in a cost effective manner to benefit the safety and comfort of residents and employees. This work includes providing essential services for all residents and Town employees.

Public Works Administration is responsible for the oversight of the other divisions in an efficient and coordinated manner. Work includes preparation and administration of grant applications, preparing bids and requests for proposals, procurement for utilities including electricity, natural gas, fuel oil, gasoline and diesel fuels for all Town departments. The department works closely with the Clean Energy Task Force, Sustainable CT Team and the Recycling Committee to pursue various green initiatives for the Town. Public Works Administration oversees the Town's MS4 stormwater program that includes education and training to our employees, testing of our local rivers and streams all in an effort to be in compliance with DEEP regulations and to protect our environment.

The Highway Division maintains 165+ miles of Town roads. This maintenance work includes paving, storm drainage work, curbing, maintenance of nearly 4,000 catch basins, road-side mowing, traffic signs, pavement markings, guide-rail maintenance and snow plowing. This division is also responsible for tree work along Town roadways in accordance with state law; there are two certified tree wardens on staff.

The Building Maintenance Division is responsible for the internal and external maintenance and safety of Town Hall, Eno Memorial Hall, the Library, six low income residential rental properties, a commuter bus shelter and the Old Tariffville Cemetery.

Public Works contracts for the operation of the bulky waste and recycling facility and management of the closed landfill located at 66 Wolcott Road. Under the Landfill Division, the department tests and monitors groundwater and stormwater in accordance with various state regulations, including MS4. As part of this work, the department facilitates the regional collection of household hazardous waste through three regional collections that provides a service to Simsbury residents as well as residents of Avon, Canton, Granby, Farmington and Suffield.

## **FY 20/21 ACCOMPLISHMENTS**

- Our Custodian staff has been on the front lines during the COVID pandemic, responsible for the extensive cleaning efforts required to keep Town buildings safe. This cleaning effort has been a massive undertaking, consuming large quantities of time for the 7 members of the Buildings and Grounds staff. This team was also responsible for procuring and installing plexi-glass, signage and other improvement necessary to protect staff and the public.
- Assisted in the set-up and break down of Social Services' food distributions for those experiencing food insecurity, which has increased dramatically in frequency and scope in 2020 due to COVID. Our staff worked on supporting all of the logistics needed to setup tents, cones, tables and moving food to the commuter lots as our food distribution became a drive-thru event.
- Led the state in developing a COVID quarantine procedure to allow snow plow operations to continue without interruption while dealing with the potential worst case scenario of significant staffing shortages due to quarantining and/or positive COVID cases.

- Responded to multiple fallen trees, blocked road and other emergency related issues associated with Tropical Storm Isaias. Provide key resources and played a critical role in the Emergency Operations Center.
- Managed the Town Wide Facility Master Plan using Tecton Architects. This Plan will provide a master document of all town facility future needs and will become a critical element in the Town's capital improvement program.
- Designed, bid and reconstructed one mile of sidewalk on Firetown Road that is now safe, attractive and ADA compliant.
- Submitted and received a \$830,000 LOCIP grant for the construction of a new sidewalk along Hopmeadow Street from the CDOT Maintenance Facility to Hoskins Road. Construction is anticipated for 2021.
- Implemented a lighting retrofit program for Simsbury Farms, the Library and Town Hall. This program allowed for new energy efficient lights to be installed with no out of pocket cost to the Town. This retrofit will provide high quality lighting and reduce future operating costs.
- Installed a very successful temporary traffic calming measure at the intersection of Notch Road and West Mountain Road in an attempt to reduce the speed of through-traffic in the area. A permanent solution will likely be installed in Spring 2021.
- Anticipate wrapping up the 3-year project to manage the infestation of the emerald ash borer impacting our community. We have nearly completed the removal of dead and dying ash trees along Town roadways throughout town.
- Paved over 10 miles of Town Roadways and reconstructed the associated drainage.
- Coordinated two regional household hazardous waste collections. These two events served nearly 1,874 cars, a 33% increase over last year's Simsbury events. 826 of these vehicles were Simsbury residents.
- Coordinated and executed the renovation of the vault in the Town Clerk's Office.
- Supported our Department and the Town through social media posts on both Facebook and Twitter, improving community engagement and increasing the knowledge base of our residents.

## **FY 20/21 TRENDS/KEY ISSUES**

### *Review of Traffic Related Issues*

Our Department is regularly approached by residents looking for traffic improvement or traffic calming measures. We were successful this past year in implementing our first traffic calming program with the work at West Mountain and Notch Road. Looking to the future, our Department needs to allocate staffing and time to provide a more comprehensive review of traffic and traffic calming issues.

The Highway Department has been working on bringing all of our regulatory signs (Stop Signs and Speed Limit) into regulatory compliance. This has not progressed as quickly as desired due to staff capacity. Looking to the future, we need to make this a priority and this may require additional staffing or support from an outside vendor.

### *Trash/Recycling*

We have been working to keep the BOS updated on the state wide issues associated with Trash and Recycling. With the potential closure of the MIRA South Meadows Facility and the skyrocketing costs for recycling, we need to devote considerable time and effort to this issue that could have



significant ramifications for Simsbury. For years, our trash and recycling was sent to MIRA and had minimal impact on the Town's operation.

Recently CT DEEP developed the CT Coalition for Sustainable Materials Management, to review and look for ways to manage our waste and recycling. Due to staff capacity, staff didn't participate but will follow their work when possible. We need to consider providing more public outreach and communication to our residents on recycling. Often we "wish cycle" where we put material into our single stream bins, hoping it is recycling. The reality is that ~20% of the materials in single stream are not recyclable and end up in the landfill or worse-they contaminate the load. We should be providing more public outreach to inform residents on more/better options for recycling and reusing items that would otherwise end up as trash.

MS4 implementation continues as a mandate from the CT DEEP and requires all communities to develop new methods for cleaning, maintaining and testing facilities that impact stormwater quality. While we have made good progress with our work, this program required support from a number of Departments and at some point may be best completed fully by the outside vendor. Some of the work includes logs of monthly facility inspections, monitoring and training.

The work from Tecton on our Master Plan, has shown a need for more routine preventative maintenance and work such as painting and carpet replacements that may be done by our facilities staff. We should investigate the need to improve staffing or concentrated services to increase our building maintenance.

Our current Fleet Maintenance staff are working from a paper records based system and are not up to modern standard of fleet maintenance. This department would benefit from a comprehensive fleet maintenance software system that would allow for better tracking and scheduling of our mechanical work and would allow for better long term management of our fleet. Tracking and comparing preventative maintenance with corrective maintenance would provide solid metrics for the management of our fleet and assist in decisions on when to retire vehicles from service.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Implement a long range capital improvement plan from the Town-wide Facilities Master Plan for all Town buildings that will provide effective, clean and accessible facilities for our residents.

**Objectives:**

- Implement the Town-wide Facilities Master Plan through the Capital Improvement Program.
- Work with the Town Manager and Board of Selectmen to refine and implement the plan.

**Goal:** Conduct a Department-wide staffing analysis and restructuring plan.

**Objectives:**

- Identify the specific roles and responsibilities of our key staff members.
- Define our Department responsibilities.
- Assess the best organizational structure to meet the current and future needs of the Town.

<b>Public Works Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Administration</b>			
Director of Public Works	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Project Administrator	1.00	1.00	1.00
<b>Highway</b>			
Highway Superintendent	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00
Highway Sr. Crew Leader	1.00	1.00	1.00
Highway Crew Leader	2.00	2.00	2.00
Heavy Equipment Operator	5.00	5.00	5.00
Truck Driver	8.00	8.00	8.00
Mechanic Driver	1.00	1.00	1.00
Senior Mechanic	1.00	1.00	1.00
<b>Facilities</b>			
Facilities Supervisor	1.00	1.00	1.00
Sr. Building Maintainer	1.00	1.00	1.00
Building Custodian II	3.35	3.35	3.35
Maintenance Custodian	2.00	2.00	2.00
<b>WPCA</b>			
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Plant Mechanic	2.00	1.00	1.00
Plant Operator I	0.00	0.50	1.00
Plant Operator II	2.00	2.00	2.00
Plant Operator III	1.00	1.00	1.00
WPC Process Control Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Mechanic Foreman	0.00	1.00	1.00
<b>Total</b>	<b>40.35</b>	<b>40.85</b>	<b>41.35</b>

**FY 2021/2022 PUBLIC WORKS EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
<b><u>PUBLIC WORKS ADMINISTRATION</u></b>								
FULL-TIME	264,394	132,339	270,512	270,512	277,593	7,081	2.62%	
PART-TIME	1,403	-	-	-	-	-	#DIV/0!	
OVERTIME	100	208	1,000	650	1,650	650	65.00%	
SEASONAL	-	-	-	-	-	-	#DIV/0!	
CONSULTANT	-	-	-	-	-	-	#DIV/0!	
CONTRACTUAL SERVICES	8,833	848	9,400	8,000	32,400	23,000	244.68%	MS4 expenditures moved from Highway budget
ADVERTISING	-	-	400	200	300	(100)	-25.00%	
OFFICE SUPPLIES	1,279	396	1,800	2,600	1,800	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	1,060	43	1,600	1,500	1,600	-	0.00%	
CONFERENCES & EDUCATION	2,016	-	4,020	1,200	3,870	(150)	-3.73%	
DUES & SUBSCRIPTIONS	2,467	1,243	1,645	165	1,645	-	0.00%	
<b>Subtotal</b>	<b>281,552</b>	<b>135,076</b>	<b>290,377</b>	<b>284,827</b>	<b>320,858</b>	<b>30,481</b>	<b>10.50%</b>	
<b><u>BUILDINGS &amp; MAINTENANCE ADMIN</u></b>								
FULL-TIME	422,279	209,180	446,298	446,298	473,844	27,546	6.17%	
PART-TIME	6,362	4,700	12,971	8,500	14,209	1,238	9.55%	
OVERTIME	18,015	7,642	19,475	1,700	20,689	1,214	6.23%	
SEASONAL	-	6,792	5,280	2,400	5,720	440	8.33%	Min wage increase
LAUNDRY SERVICE	4,116	2,481	4,250	4,250	4,500	250	5.88%	Collective bargaining increase (boots)
TECHNICAL & PROGRAM SUPPLIES	1,737	100	2,250	2,250	2,000	(250)	-11.11%	
BUILDING SUPPLIES	345	25	700	700	700	-	0.00%	
VEHICLE MAINTENANCE	4,206	448	5,000	3,500	4,000	(1,000)	-20.00%	
GASOLINE	5,093	2,847	7,414	7,414	7,020	(394)	-5.31%	
CONFERENCES & EDUCATION	-	-	450	250	450	-	0.00%	
COVID-19	2,113	-	-	-	-	-	#DIV/0!	
<b>Subtotal</b>	<b>464,265</b>	<b>234,216</b>	<b>504,088</b>	<b>477,262</b>	<b>533,132</b>	<b>29,044</b>	<b>5.76%</b>	
<b><u>TOWN OFFICES</u></b>								
CONTRACTUAL SERVICES	-	-	4,150	4,150	4,150	-	0.00%	
BUILDING SUPPLIES	4,415	3,603	5,948	8,100	5,948	-	0.00%	
CLEANING SUPPLIES	4,847	115	5,530	4,000	5,530	-	0.00%	
EQUIPMENT MAINTENANCE	20,198	12,135	17,150	18,000	20,400	3,250	18.95%	Based on prior year actuals; AED battery
FACILITIES MAINTENANCE	6,907	1,560	5,050	5,050	5,050	-	0.00%	
WATER CHARGES	2,957	1,304	3,000	3,000	3,000	-	0.00%	
SEWER USE FEES	1,477	1,526	1,550	1,477	1,550	-	0.00%	
NATURAL GAS/PROPANE	5,393	881	19,500	19,500	19,300	(200)	-1.03%	

**FY 2021/2022 PUBLIC WORKS EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
ELECTRIC	77,698	39,398	82,065	82,000	80,536	(1,529)	-1.86%
DIESEL FUEL	-	-	415	415	459	44	10.60%
COVID-19		1,472	-	-	-	-	#DIV/0!
BUILDING IMPROVEMENTS	130	2,918	4,500	4,500	4,500	-	0.00%
TECHNICAL & PROGRAM EQUIPMENT	250	-	550	500	550	-	0.00%
<b>Subtotal</b>	<b>124,272</b>	<b>64,912</b>	<b>149,408</b>	<b>150,692</b>	<b>150,973</b>	<b>1,565</b>	<b>1.05%</b>
<b><u>ENO MEMORIAL HALL</u></b>							
CONTRACTUAL SERVICES	-	-	1,500	-	1,500	-	0.00%
BUILDING SUPPLIES	2,456	1,458	4,500	3,200	4,500	-	0.00%
CLEANING SUPPLIES	1,521	181	3,000	2,500	3,000	-	0.00%
EQUIPMENT MAINTENANCE	3,324	2,180	16,500	10,000	16,500	-	0.00%
FACILITIES MAINTENANCE	3,165	240	4,700	2,500	4,700	-	0.00%
WATER CHARGES	2,253	921	2,000	2,000	2,000	-	0.00%
SEWER USE FEES	553	462	675	675	675	-	0.00%
NATURAL GAS/PROPANE	15,132	1,331	18,600	18,600	18,000	(600)	-3.23%
ELECTRIC	20,972	7,710	23,000	23,000	23,000	-	0.00%
COVID-19	6,022	614	-	-	-	-	#DIV/0!
BUILDING IMPROVEMENTS	1,770	-	4,500	3,500	3,500	(1,000)	-22.22%
<b>Subtotal</b>	<b>57,166</b>	<b>15,097</b>	<b>78,975</b>	<b>65,975</b>	<b>77,375</b>	<b>(1,600)</b>	<b>-2.03%</b>
<b><u>MISCELLANEOUS BUILDINGS</u></b>							
BUILDING SUPPLIES	1,978	892	900	1,500	900	-	0.00%
EQUIPMENT MAINTENANCE	5,384	465	2,200	2,000	2,200	-	0.00%
FACILITIES MAINTENANCE	6,369	4,100	12,200	10,000	12,200	-	0.00%
WATER CHARGES	1,099	466	2,200	2,200	2,200	-	0.00%
ELECTRIC	5,983	1,908	8,500	8,500	8,500	-	0.00%
HEATING OIL	1,626	261	2,990	2,500	2,050	(940)	-31.44%
COVID-19	34	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>22,473</b>	<b>8,093</b>	<b>28,990</b>	<b>26,700</b>	<b>28,050</b>	<b>(940)</b>	<b>-3.24%</b>
<b><u>HIGHWAY - LABOR &amp; EQUIPMENT</u></b>							
FULL-TIME	1,326,616	648,434	1,362,695	1,362,695	1,433,420	70,725	5.19%
OVERTIME	111,528	47,974	151,500	150,000	151,900	400	0.26%
SEASONAL	14,976	4,656	24,960	10,416	27,040	2,080	8.33% Min wage increase
EQUIPMENT RENTALS	1,717	1,800	1,500	1,500	1,500	-	0.00%
LAUNDRY SERVICE	12,022	4,054	8,500	8,500	9,000	500	5.88%

**FY 2021/2022 PUBLIC WORKS EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
TECHNICAL & PROGRAM SUPPLIES	5,359	1,757	5,000	5,000	5,000	-	0.00%	
PARTS SUPPLIES	120,006	46,023	120,000	120,000	120,000	-	0.00%	
CLOTHES & SAFETY SUPPLIES	8,098	3,932	12,750	12,750	13,950	1,200	9.41%	Collective Bargaining increase (boots)
OIL & LUBRICANTS	7,430	1,610	8,750	6,000	8,000	(750)	-8.57%	
EQUIPMENT MAINTENANCE	15,135	1,315	14,000	14,000	15,700	1,700	12.14%	Based on prior year actuals
VEHICLE MAINTENANCE	14,244	3,860	14,300	14,300	14,300	-	0.00%	
NATURAL GAS/PROPANE	5,155	1,855	5,000	5,000	5,000	-	0.00%	
GASOLINE	16,605	10,221	24,714	24,714	24,375	(339)	-1.37%	
DIESEL FUEL	54,256	12,099	53,596	53,596	52,785	(811)	-1.51%	
CONFERENCES & EDUCATION	2,100	-	4,550	2,000	4,550	-	0.00%	
DUES & SUBSCRIPTIONS	1,495	1,495	1,875	1,875	1,875	-	0.00%	
COVID-19	933	785	-	-	-	-	#DIV/0!	
TRUCKS	3,754	4,319	5,000	5,000	5,000	-	0.00%	
CNR - PLOW TRUCK	180,000	180,000	180,000	180,000	180,000	-	0.00%	
<b>Subtotal</b>	<b>1,901,428</b>	<b>976,187</b>	<b>1,998,690</b>	<b>1,977,346</b>	<b>2,073,395</b>	<b>74,705</b>	<b>3.74%</b>	
<b><u>HIGHWAY - FACILITIES &amp; PROGRAMS</u></b>								
CONTRACTUAL SERVICES	57,998	15,406	104,500	100,000	75,500	(29,000)	-27.75%	Moved to Public Works Admin budget
TREE SERVICE	58,705	44,730	55,000	60,000	57,000	2,000	3.64%	
OFFICE SUPPLIES	843	-	-	-	-	-	#DIV/0!	
TECH & PROGRAM SUPPLIES	-	248	-	-	-	-	#DIV/0!	
BUILDING SUPPLIES	2,810	1,086	4,200	4,200	4,200	-	0.00%	
CLEANING SUPPLIES	3,418	1,587	1,500	1,500	1,750	250	16.67%	
AGRICULTURAL SUPPLIES	5,224	270	4,000	4,000	4,000	-	0.00%	
TRAFFIC CONTROL SUPPLIES	17,432	1,837	19,000	19,000	-	(19,000)	-100.00%	Move to Roads & Safety
DRAINAGE SUPPLIES	349,517	46,036	352,440	340,000	152,500	(199,940)	-56.73%	Move to Roads & Safety
PARTS SUPPLIES	1,421	-	4,800	4,800	-	(4,800)	-100.00%	
MISCELLANEOUS SUPPLIES	692	(248)	2,850	2,850	2,850	-	0.00%	
EQUIPMENT MAINTENANCE	7,263	7,334	5,400	5,400	5,400	-	0.00%	
FACILITIES MAINTENANCE	18,166	4,270	10,500	10,500	15,300	4,800	45.71%	
WATER CHARGES	5,825	2,127	8,500	8,500	7,500	(1,000)	-11.76%	
SEWER USE FEES	1,860	1,777	1,800	1,800	1,800	-	0.00%	
NATURAL GAS/PROPANE	17,778	2,878	17,000	17,000	17,300	300	1.76%	
ELECTRIC	23,918	13,667	19,500	19,500	19,500	-	0.00%	
STREET LIGHTS	28,309	10,687	40,500	35,000	40,500	-	0.00%	
DUES & SUBSCRIPTIONS	75	-	1,200	1,200	-	(1,200)	-100.00%	Already budgeted in 44310
COVID-19	344	-	-	-	-	-	#DIV/0!	

**FY 2021/2022 PUBLIC WORKS EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
BUILDING IMPROVEMENTS	19,814	8,117	14,800	14,800	14,800	-	0.00%	
ROADS & SAFETY	61,312	34,637	66,500	66,500	275,440	208,940	314.20%	Moved from Drainage and Traffic Control Supplies
SIDEWALKS	-	2,050	2,500	2,500	2,500	-	0.00%	
ROAD IMPROVEMENTS	169,110	59,215	120,000	120,000	120,000	-	0.00%	
CNR - ROAD IMPROVEMENTS	180,000	200,000	200,000	200,000	200,000	-	0.00%	
<b>Subtotal</b>	<b>1,031,831</b>	<b>457,709</b>	<b>1,056,490</b>	<b>1,039,050</b>	<b>1,017,840</b>	<b>(38,650)</b>	<b>-3.66%</b>	
<b><u>TRANSFER STATION</u></b>								
CONTRACTUAL SERVICES	40,181	54,308	59,000	59,000	37,000	(22,000)	-37.29%	\$10,000 moved to CNR for recycling of road materials
TECH & PROGRAM SUPPLIES	88	-	-	-	-	-	#DIV/0!	
FACILITIES MAINTENANCE	2,130	830	7,500	7,500	8,500	1,000	13.33%	
PUBLIC AGENCY SUPPORT	1,722	1,535	2,500	2,250	2,500	-	0.00%	
COVID-19	225	-	-	-	-	-	#DIV/0!	
CNR - Materials Recycling	-	-	-	-	10,000	10,000	#DIV/0!	Moved from Contractual Services
<b>Subtotal</b>	<b>44,345</b>	<b>56,673</b>	<b>69,000</b>	<b>68,750</b>	<b>58,000</b>	<b>(11,000)</b>	<b>-15.94%</b>	

## FY 2021/2022 PUBLIC WORKS DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>ENO MEMORIAL HALL</u></b>							
ENO MEMORIAL HALL RENT	8,250	-	7,000	-	1,750	(5,250)	-75.00%
<b>Subtotal</b>	<b>8,250</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>1,750</b>	<b>(5,250)</b>	<b>-75.00%</b>
<b><u>HIGHWAY PROGRAMS &amp; FACILITY</u></b>							
MISCELLANEOUS	-	400	1,500	-	375	(1,125)	-75.00%
SPECIAL ACTIVITIES	-	-	500	-	125	(375)	-75.00%
<b>Subtotal</b>	<b>-</b>	<b>400</b>	<b>2,000</b>	<b>-</b>	<b>500</b>	<b>(1,500)</b>	<b>-75.00%</b>
<b><u>TRANSFER STATION</u></b>							
RESIDENTIAL RECYCLING	37,819	-	1,200	1,000	1,200	-	0.00%
<b>Subtotal</b>	<b>37,819</b>	<b>-</b>	<b>1,200</b>	<b>1,000</b>	<b>1,200</b>	<b>-</b>	<b>0.00%</b>

## **COMMUNITY AND SOCIAL SERVICES**

The Community and Social Services Department is comprised of Social Services, the Senior Center, and Dial-A-Ride. The mission of the Community and Social Services Department is to assist residents with their social, emotional and financial needs while welcoming the commonalities and diversities of all who walk through our doors. The Department provides a vast array of services to meet identified needs. Our services help residents achieve self-sufficiency, maintain economic well-being and adjust to difficult circumstances and events in their lives. Like Simsbury itself, our services have grown and changed over the years. Today, our major program areas include services to individuals, families, youth, seniors and persons with disabilities.

Each year, the Community and Social Services Department provides services to Simsbury individuals and families through programs that include, but are not limited to, Financial Assistance, Medical Assistance, Food Programs, Holiday Programs, Back to School, Eviction Assistance, Energy Assistance, Renters' Rebate Program, Information, referrals and notary services. In addition, we offer many services to our seniors and persons with disabilities through the Senior Center, Senior Outreach Program, and the Dial-A-Ride Program. We also coordinate and staff many boards and bodies including: the Juvenile Review Board, the Youth Service Bureau, Simsbury SPIRIT Council, Community for Care, and the Aging and Disability Commission.

This year has been very different for us all. The COVID-19 pandemic has caused us to respond quickly to the needs of the community and creatively seek alternative ways to deliver our programs and services. Almost overnight, we were thrust into a virtual environment where we learned how to connect with our clients and seniors using alternative media sources. While we cannot meet in person, we have been able to continue to meet the needs of our most vulnerable residents. Not only have we provided services virtually, we have also provided much needed food assistance to our most vulnerable citizens via drive-through and curbside delivery methods.

We have also reinforced and expanded essential relationships and collaborations within Simsbury and neighboring communities. Countless individuals, residential communities, businesses, and faith based organizations have assisted us with donations of money, food, and time. Without these partnerships we would not have been able to respond so strongly to the pandemic and the needs of the community and our most vulnerable residents.

## **FY 20/21 ACCOMPLISHMENTS**

- Worked collaboratively with multiple town entities to formalize and further organize the Simsbury SPIRIT Council with the Board of Selectmen. SPIRIT Council has successfully launched a Facebook page and a website. They continue to work to create solutions to the areas of concern identified by the group. SPIRIT has successfully launched a "Let's Talk" series, which provides a format for community members to discuss difficult topics with guest speakers and panelists.
- Partnered with Simsbury Police, Board of Education, Simsbury Public Library, Community for Care, A Promise to Jordan, and the Farmington Valley Health District to support programming on topics related to safety, drug and alcohol abuse prevention, the vaping epidemic, family relations, LGBTQ concerns, health and wellness programming, and mental health concerns. Additional grant funding was obtained in January 2020 and was fully spent in September 2020. We were able to virtually provide two additional Narcan trainings along with QPR (Question, Persuade, and Refer), a virtual community informational evening, and



a book discussion. We also worked with the Board of Selectmen on the initiative to declare Simsbury to be a Recovery Friendly Community. We will continue to work toward a designation of such by the State.

- Served as an intake site for the Connecticut Energy Assistance Program, facilitating \$119,080 in federal heating assistance in the 2019 heating season for 210 households. Provided Emergency Energy Assistance with locally donated dollars to 41 households in the amount of \$12,023.
- Served as an intake site for the Connecticut Renters' Rebate program, helping 125 people apply for and receive a total of \$63,862 in direct benefits to our most vulnerable citizens in program year 2019.
- Provided 5,303 Dial-A-Ride passengers a total of 5,266 trips, traveling 33,598 miles. In addition, we provided transportation for 226 out of town medical trips and 25 Jump on Board Senior Center trips. These numbers are lower than last year due to the COVID-19 pandemic.
- Collaborated with the community to secure donations to fill holiday wish lists for 100 children from 42 families.
- Acted as the local Salvation Army and provided intake and assistance in the amount of \$2,749 in support for rent, electricity, and oil. The Salvation Army also provided us with 30 pound boxes of food for our Cheese Day program. To date we provided 554 boxes, providing 19,390 meals to 554 households.
- We quickly shifted Cheese Day to a drive through distribution, and now a curbside distribution. Prior to the pandemic, we served an average of 80 households per month with 19 home bound deliveries. We now are serving an average of 140 households per month with 34 deliveries. We also have 45 families with children. We have purchased to date \$51,125 in gift cards as well as \$2,848 worth of produce to help support our clients' food needs. In the past year we have served a total of 255 households providing 30,141 meals. At our busiest month, we served 112 adults, 107 children, and 81 seniors.
- We received \$5,625 in grant funding from the Simsbury-Granby Rotary Club to support our families with children by purchasing kid friendly food for the Cheese Day distributions.
- Provided assistance with Back to School supplies to 66 families with 140 children.
- Supported our Family Therapy Program where youth are assisted in accessing therapy. Provided 9 referrals and utilized \$4,200 in grant funding to support this program.
- Continued to collaborate with the Aging and Disability Commission to provide Sensory Friendly events. We have expanded our Sensory Friendly series to include Spring Fling, Halloween, and Santa as annual events. This year, we were able to provide a social distant opportunity for both Halloween and Santa. Collaborated with the Aging and Disability Commission to offer socially distant Sensory Friendly Halloween and Sensory Friendly Santa. Halloween event included safe deliveries of treat bags and packets of social stories to 9 families with 13 children. Our Sensory Friendly Santa event was held via Zoom, and 16 families with 32 children were able to "visit" with Santa remotely and also received a treat bag the day of the event.
- Collaborated with the Police Department to provide follow up services to all seniors involved in 911 calls. Follow up was provided to 543 people.
- Provided CHOICES counseling to 46 individuals, providing assistance with Medicare and related benefits.

- Quickly transitioned to a Grab and Go, drive through distribution for our Wednesday lunch program. To date, we have served an average of 57 seniors weekly and have distributed 2,166 meals.
- Collaborated with the Alzheimer's Association to offer programs for caregivers and professionals to discuss helpful strategies to provide safe, effective, and comfortable care.
- Partnered with Resilience Grows here to develop and implement a monthly Veterans Coffee Hour. The program offers an opportunity to connect with other Veterans who share similar military experiences, learn about resources and talk about issues that concern Veterans and their families. We also partnered with Hidden Heroes on the initiative to declare Simsbury as an Elizabeth Dole Foundation Hidden Heroes Town.
- Fifty Veterans were recognized on Veteran's Day with a card and a Dunkin' Donuts gift card.
- Assisted in keeping the community healthy and safe by coordinating the hand sewn mask effort. Engaged 20 volunteers and provided supplies for the sewing of 5,700 hand sewn masks. To date, 3,400 masks have been distributed to the community. We have provided masks to community members, all town buildings, all schools, Dial-A-Ride, and some businesses. They are free to anyone who would like them.

### **FY 21/22 TRENDS & KEY ISSUES**

The community and its most vulnerable residents have been negatively impacted by the COVID-19 pandemic. Simsbury residents continue to struggle with a variety of needs, many of which are related to meeting their basic needs. Many of our families have experienced a reduction or complete loss of employment. Those who were struggling before, are struggling now more than ever. We have also seen an increase in new families needing our help. We continue to see an increase in households who are experiencing food insecurity and we work with them to ensure that they have access to all possible resources. Prior to the pandemic we served an average of 80 households per month at our food distribution. Now, we are serving an average of 140 households per month. At the beginning of the pandemic we also increased our distribution from every four weeks to every three weeks. This was an effort to help those families who had previously had access to free or reduced meals in school, as well as those that had suddenly lost income.

Individuals and families also continue to struggle with the financial obligations related to housing and are frequently accessing assistance to pay for rent and energy sources. Our staff works hard to provide information on all available resources, and referrals are made to appropriate outside agencies. We are very fortunate to have generous donors support our work and, in turn, we work to ensure that all donated dollars are spent responsibly.

Our programs and services have also been impacted by the pandemic. We have not been able to support in person programming through our Youth Service Bureau or Community for Care. At the height of the pandemic, we were able to reallocate grant funding to support our food programs for our families with children. In the year to come, we hope to be able to creatively offer more virtual programming to meet the needs of our youth in the community. The Youth Service Bureau will continue to work with Simsbury Public Schools, the Simsbury Public Library, and Community for Care to deliver messages of positive youth development. Programming is funded by our department to address a variety of concerns related to nicotine, alcohol and drug use and prevention, and overall health and wellness, both physical and mental. We have been able to allocate additional funding to

support our Family Therapy Program, as well as to assist families with child care related to the pandemic.

The population of those individuals aged 55 and older continues to grow, highlighting our Senior Center as an important place in our community. The pandemic has forced us to close our Senior Center and it will remain closed to walk-in traffic and in person programming until it is deemed safe for our seniors and persons with disabilities to be welcomed back. In the meantime, we continue to focus on programs that meet the needs of our seniors. The staff of the Senior Center work very closely with the staff of Social Services to ensure that the needs of our most vulnerable seniors are met. We quickly established a full array of Zoom opportunities including; fitness programming, educational opportunities, crafting classes, concerts, social events, and more.

The Senior Center provides opportunities for older adults to connect with vital community resources that maintain and enhance their quality of life. The wide variety of programs and services include meal and nutrition programs, information and assistance, health, fitness, and wellness programs, volunteer opportunities, social and recreational activities, educational opportunities and intergenerational programs. Many of these activities have been suspended until further notice, as previously mentioned. We are now providing a weekly grab and go meal in place of our in person congregate meal program. We have seen an increase in participation. Previously we had an average of 50 in our weekly lunch program and now we are averaging 57 participants. During the warmer months, we were able to provide free blood pressure and blood sugar screenings weekly during lunch, in an outside setting. We were also able to provide, for a short period of time, foot care and hearing clinics. While those have again been cancelled, we look forward to bringing them back when safe to do so. The Senior Center also was able to host two flu vaccine clinics, and will participate in COVID vaccine clinics when able to do so.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** To develop and implement an improved data collection system to better track statistical data for both client information and program information.

**Objectives:**

- Identify what client demographics are most useful to track.
- Identify what programmatic data are most useful to track.
- Provide reliable statistical data supporting the work that we do.

**Goal:** To increase the community's knowledge of our programs and services.

**Objectives:**

- Develop a plan for community outreach.
- Schedule informational sessions in various areas of town to be inclusive of all our community members.

**Goal:** Increase donations to the department.

**Objectives:**

- Work with staff to determine the best possible method to increase donations.
- Investigate the possibility of having a "Friends of Social Services".
- Investigate the possibility of having an Annual Appeal.

<b>Social Services Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Director of Social Services	1.00	1.00	1.00
Social Services Assistant	1.00	1.00	1.00
Senior Center Coordinator	1.00	1.00	1.00
Senior Center Assistant	1.00	1.00	1.00
Coordinator of Elderly Outreach Services	0.71	0.71	0.71
Community Social Worker	1.00	1.00	1.00
Kitchen Aides	0.74	0.74	0.74
<b>Total</b>	<b>6.45</b>	<b>6.45</b>	<b>6.45</b>

**FY 2021/2022 SOCIAL SERVICES DEPARTMENT EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20	FY21	FY21	FY21	FY22	FY22 Change		FY22	FY22 Change	
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY21	% Change	Requested	from FY21	% Change
<b><u>SOCIAL SERVICES - ADMINISTRATION</u></b>										
FULL-TIME	197,890	109,188	217,396	217,396	218,468	1,072	0.49%	218,468	1,072	0.49%
PART-TIME	27,770	12,354	25,796	25,796	25,796	0	0.00%	25,796	0	0.00%
OVERTIME	-	146	-	146	-	-	#DIV/0!	-	-	#DIV/0!
CONTRACTUAL SERVICES	382	7,362	1,990	1,210	2,020	30	1.51%	2,020	30	1.51%
COPY & PRINTING SERVICES	359	-	500	500	500	-	0.00%	500	-	0.00%
YOUTH SERVICES	5,456	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
OFFICE SUPPLIES	2,542	222	1,890	1,890	1,690	(200)	-10.58%	1,690	(200)	-10.58%
TECHNICAL & PROGRAM SUPPLIES	70	74	250	250	250	-	0.00%	250	-	0.00%
										Meals on Wheels Program - There is a revenue transfer in offset from the Darling Trust - Increased contribution
PUBLIC AGENCY SUPPORT	42,145	500	42,150	42,150	46,650	4,500	10.68%	48,650	6,500	15.42% by \$2,000
CONFERENCES & EDUCATION	4,890	206	7,750	5,800	7,650	(100)	-1.29%	7,650	(100)	-1.29%
DUES & SUBSCRIPTIONS	1,475	427	1,510	1,510	1,510	-	0.00%	1,510	-	0.00%
COMPUTER SOFTWARE	-	-	-	-	1,320	1,320	#DIV/0!	1,320	1,320	#DIV/0! Software to track client data/information
COVID-19	824	18	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>283,802</b>	<b>130,498</b>	<b>299,232</b>	<b>296,648</b>	<b>305,855</b>	<b>6,623</b>	<b>2.21%</b>	<b>307,855</b>	<b>8,623</b>	<b>2.88%</b>
<b><u>SENIOR CENTER</u></b>										
FULL-TIME	121,400	49,397	125,377	102,363	132,041	6,664	5.32%	132,041	6,664	5.32%
PART-TIME	4,235	5,515	17,400	9,500	18,480	1,080	6.21%	18,480	1,080	6.21% Min wage increase
CONTRACTUAL SERVICES	17,003	-	2,590	2,000	2,600	10	0.39%	2,600	10	0.39%
COPY & PRINTING SERVICES	-	-	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%
OFFICE SUPPLIES	1,185	-	600	600	600	-	0.00%	600	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	2,274	-	2,330	1,330	2,330	-	0.00%	2,330	-	0.00%
EQUIPMENT MAINTENANCE	644	280	1,630	1,630	1,630	-	0.00%	1,630	-	0.00%
COVID-19	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>146,740</b>	<b>55,192</b>	<b>150,927</b>	<b>118,423</b>	<b>158,681</b>	<b>7,754</b>	<b>5.14%</b>	<b>158,681</b>	<b>7,754</b>	<b>5.14%</b>
<b><u>SENIOR TRANSPORTATION</u></b>										
CONTRACTUAL SERVICES	154,769	54,264	162,670	162,670	165,240	2,570	1.58%	165,240	2,570	1.58%
<b>Subtotal</b>	<b>154,769</b>	<b>54,264</b>	<b>162,670</b>	<b>162,670</b>	<b>165,240</b>	<b>2,570</b>	<b>1.58%</b>	<b>165,240</b>	<b>2,570</b>	<b>1.58%</b>

**FY 2021/2022 SOCIAL SERVICES REVENUE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>SENIOR TRANSPORTATION</u></b>							
ELD/HANDICAPPED TRANSPORT	6,672	-	6,670	6,670	6,670	-	0.00%
CT DOT TRANSPORTATION GRANT	34,051	-	34,050	34,050	34,050	-	0.00%
MISCELLANEOUS	16	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>40,739</b>	<b>-</b>	<b>40,720</b>	<b>40,720</b>	<b>40,720</b>	<b>-</b>	<b>0.00%</b>

## **SIMSBURY PUBLIC LIBRARY**

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences. It is the community's multigenerational gathering place and destination for early literacy, technology access, hands-on learning and volunteer opportunities.

As a community partner, the Library coordinates programming and services with other Town Departments, including the Senior Center, Parks & Recreation and Public Works, as well as Simsbury Public Schools, local groups, organizations, other libraries and businesses. The award-winning Business and Career Center supports local job seekers, entrepreneurs and the Town's economic development initiatives. The Library's Innovators' Workshop Makerspace provides emerging technologies, a collaborative workspace and opportunities for entrepreneurs and curious learners. Teens can find areas for quiet study, but also a safe space in which to socialize and gain vital leadership and 21<sup>st</sup> century workforce skills.

FY 2021-2022 marks the final year in the Library's current strategic plan. During this time, guided by its strategic plan, the Library will work to create cultural and intergenerational awareness; provide a comfortable, safe place for patrons to visit both physical and virtual; provide opportunities for lifelong learning; promote community resources and services; assist in building successful enterprises, both commercial and nonprofit; and support the informational needs of informed citizens of the local, national and world communities. The strategic planning process will also be undertaken during FY 2021-2022 to develop a plan under which the Library will operate for the next 3 – 5 years.

## **FY 20/21 ACCOMPLISHMENTS**

- Completed interior maintenance and service enhancements, including new paint, carpet, and reorganization of the upper level and Children's Department.
- Received a Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant from the Public Utilities Regulatory Authority (PURA) to provide additional equipment in the Innovators' Workshop, upgrade the audiovisual system in the Friends of the Simsbury Public Library Program Room and add an interactive light panel to the Children's Room.
- Rebranded the Business Resource Center to the Business and Career Center (BCC) and redeveloped the BCC space into a co-working space.
- In response to the COVID-19 pandemic, shifted to entirely virtual programming, offered remote notary service and developed curbside material pickup service, while also accepting appointments for technology use.
- Served as a charging and technology use locations following the severe summer storm, Tropical Storm Isaias.
- Developed procedures and protocols for safe limited reopening to walk-in visitors.

## **FY 21/22 TRENDS & KEY ISSUES**

The Library's Strategic Plan developed through community focus groups identified diversity and providing a comfortable, safe place for residents to visit and gather as high priorities. The Library will work to meet these objectives in a safe manner for users and staff during the time of COVID-19. The Library will be focused on offering a robust, well-rounded collection of material, both print and digital, to meet the needs of the community and providing diverse user-focused programs and

services for all ages through a variety of means, in-house, when it is safe to do so, and virtually, 24/7, using both the Library staff and community volunteers. The Library will also work to support the local economy and its development through the Business and Career Center. Simsbury will provide leadership for libraries across Connecticut as the Library Director completes a one-year term as CT Library Association Immediate Past President. An expense increase of note is attributed to the increase in minimum wage.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Increase community Library engagement

**Objectives:**

- Increase Library card holders by 2%: Increase material circulation, including digital content by 2%.
- Increase virtual engagement through a variety of means, including social media, virtual programming and YouTube.
- The Library Board and Administration will work with the community and its stakeholders to develop a strategic plan for the next 3-5 years.

**Goal:** Continue to invest in the Library staff as they are the Library's most valuable asset.

**Objectives:**

- Continue to cross-train Library staff to increase flexibility, improve efficiency and workflow, and ensure the ability to meet service needs.
- Offer a staff development program on Equity, Diversity and Inclusion (EDI) and begin integrating EDI into all aspects of Library work and service.

**Goal:** Support job seekers and the local economy and its development through Library programs, materials and services, especially those provided by the Business and Career Center.

**Objectives:**

- Business and Career Center Coordinator will work closely with the Economic Development Commission to support their mission and goals.
- Provide learning and skill building opportunities for those in search of employment.
- Provide timely information to local businesses and entrepreneurs regarding Executive Orders and State and Federal guidelines and funding opportunities.



<b>Library Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Administrative</b>			
Library Director	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00
Library Technical Asst	1.00	1.00	1.00
Circulation Asst	2.00	2.00	2.00
Administrative Secretary I - PT	0.83	0.83	0.83
Head of Borrowing	1.00	1.00	1.00
Library Page - PT	1.30	1.30	1.30
Circulation Asst - PT	3.30	3.30	3.30
<b>Adult Services</b>			
Head of Adult Services	1.00	1.00	1.00
Adult Services Librarian	2.50	2.50	2.50
Bus Resource Coordinator	1.00	1.00	1.00
Teen Services Librarian	1.00	1.00	1.0
Adult Services Librarian - PT	0.80	0.80	0.80
<b>Children's Services</b>			
Head of Children Services	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00
Library Services Assistant	1.00	1.00	1.00
Library Services Assistant - PT	1.00	1.00	1.00
Circulation Asst - PT	1.00	1.00	1.00
Library Page - PT	0.80	0.80	0.80
Children's Reference Librarian - PT	0.20	0.20	0.20
<b>Total</b>	<b>23.73</b>	<b>23.73</b>	<b>23.73</b>

**FY 2021/2022 LIBRARY EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20	FY21	FY21	FY21	FY22	FY22 Change		FY22	FY22 Change	
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY21	% Change	Requested	from FY21	% Change
<b><u>LIBRARY ADMINISTRATION</u></b>										
FULL-TIME	335,981	183,953	386,763	386,763	395,177	8,414	2.18%	395,177	8,414	2.18%
PART-TIME	115,295	65,104	131,040	131,040	134,721	3,681	2.81%	134,721	3,681	2.81% Min Wage increase
CONTRACTUAL SERVICES	63,528	51,388	65,570	62,570	62,570	(3,000)	-4.58%	62,570	(3,000)	-4.58%
COPY & PRINTING SERVICES	-	-	2,900	2,900	2,900	-	0.00%	2,900	-	0.00%
BANK FEES	280	25	500	100	500	-	0.00%	500	-	0.00%
OFFICE SUPPLIES	3,369	930	3,350	3,350	3,350	-	0.00%	3,350	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	6,946	2,680	6,575	6,575	6,575	-	0.00%	6,575	-	0.00%
INNOVATOR'S WORKSHSP SUP	1,638	133	2,240	2,240	2,740	500	22.32%	2,740	500	22.32%
EQUIPMENT MAINTENANCE	57,750	9,186	21,000	21,000	21,000	-	0.00%	21,000	-	0.00%
CONFERENCES & EDUCATION	6,623	789	7,000	2,000	7,000	-	0.00%	7,000	-	0.00%
DUES & SUBSCRIPTIONS	960	860	1,200	1,319	1,200	-	0.00%	1,200	-	0.00%
COVID-19	1,598	1,386	-	2,390	-	-	#DIV/0!	-	-	#DIV/0!
COMPUTER SOFTWARE	4,502	611	3,000	3,250	3,420	420	14.00%	3,420	420	14.00%
<b>Subtotal</b>	<b>598,469</b>	<b>317,045</b>	<b>631,138</b>	<b>625,497</b>	<b>641,153</b>	<b>10,015</b>	<b>1.59%</b>	<b>641,153</b>	<b>10,015</b>	<b>1.59%</b>
<b><u>LIBRARY - ADULT &amp; YOUNG ADULT</u></b>										
FULL-TIME	301,892	134,790	358,068	311,402	369,002	10,934	3.05%	369,002	10,934	3.05%
PART-TIME	36,540	21,317	43,120	36,900	43,120	-	0.00%	43,120	-	0.00%
OVERTIME	102	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
CONTRACTUAL SERVICES	2,055	1,050	10,480	1,000	10,480	-	0.00%	10,480	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	316	396	3,000	1,500	3,000	-	0.00%	3,000	-	0.00%
REFERENCE MATERIALS - ADULT	37,836	19,283	22,500	22,500	22,500	-	0.00%	22,500	-	0.00%
REFERENCE MATERIALS - BORROWING	51,678	19,916	39,000	39,000	39,000	-	0.00%	39,000	-	0.00%
REFERENCE MATERIALS - BRC	21,145	6,206	3,000	3,000	3,000	-	0.00%	3,000	-	0.00%
REFERENCE MATERIALS - TEEN	6,994	1,748	7,000	7,000	7,000	-	0.00%	7,000	-	0.00%
DATABASES	-	7,616	21,400	21,400	21,400	-	0.00%	21,400	-	0.00%
DOWNLOADABLES	-	37,092	54,800	54,800	54,800	-	0.00%	54,800	-	0.00%
<b>Subtotal</b>	<b>458,559</b>	<b>249,414</b>	<b>562,368</b>	<b>498,502</b>	<b>573,302</b>	<b>10,934</b>	<b>1.94%</b>	<b>573,302</b>	<b>10,934</b>	<b>1.94%</b>
<b><u>LIBRARY - CHILDREN SERVICES</u></b>										
FULL-TIME	187,766	93,053	195,696	195,696	205,574	9,878	5.05%	205,574	9,878	5.05%
PART-TIME	93,174	46,040	116,370	80,000	117,852	1,482	1.27%	117,852	1,482	1.27% Min wage increase
CONTRACTUAL SERVICES	1,954	-	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
COPY & PRINTING SERVICES	203	-	100	100	100	-	0.00%	100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	2,814	1,427	2,000	2,000	2,000	-	0.00%	2,000	-	0.00%
REFERENCE MATERIALS	36,034	18,464	36,500	36,500	36,500	-	0.00%	44,500	8,000	21.92% Added \$8,000 for Children's Materials
<b>Subtotal</b>	<b>321,945</b>	<b>158,984</b>	<b>352,666</b>	<b>316,296</b>	<b>364,026</b>	<b>11,360</b>	<b>3.22%</b>	<b>372,026</b>	<b>19,360</b>	<b>5.49%</b>
<b><u>LIBRARY - BUILDINGS &amp; GROUNDS</u></b>										
CUSTODIAL SERVICES	-	-	2,100	-	2,100	-	0.00%	2,100	-	0.00%
TECHNICAL & PROGRAM SUPPLIES	207	213	300	500	300	-	0.00%	300	-	0.00%
BUILDING SUPPLIES	5,140	2,205	6,000	6,000	6,000	-	0.00%	6,000	-	0.00%
CLEANING SUPPLIES	4,457	(100)	2,000	4,500	4,500	2,500	125.00%	4,500	2,500	125.00% Based on prior year actuals
EQUIPMENT MAINTENANCE	20,409	11,414	17,500	17,500	17,900	400	2.29%	17,900	400	2.29% AED battery replacement
FACILITIES MAINTENANCE	9,283	932	4,200	4,200	4,200	-	0.00%	4,200	-	0.00%
WATER CHARGES	2,930	1,098	3,560	2,200	3,560	-	0.00%	3,560	-	0.00%

**FY 2021/2022 LIBRARY EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY21		FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
	FY20 Actual	6 Mos. Actual								
SEWER USE FEES	1,344	1,338	1,350	1,338	1,350	-	0.00%	1,350	-	0.00%
NATURAL GAS/PROPANE	23,013	3,666	28,470	28,470	28,900	430	1.51%	28,900	430	1.51%
ELECTRIC	71,641	30,825	76,050	62,000	77,380	1,330	1.75%	77,380	1,330	1.75%
HEATING OIL	-	1,041	500	500	500	-	0.00%	500	-	0.00%
REFUSE DISPOSAL	2,134	904	2,430	2,100	2,430	-	0.00%	2,430	-	0.00%
COVID-19	466	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>141,024</b>	<b>53,535</b>	<b>144,460</b>	<b>129,308</b>	<b>149,120</b>	<b>4,660</b>	<b>3.23%</b>	<b>149,120</b>	<b>4,660</b>	<b>3.23%</b>

**FY 2021/2022 LIBRARY REVENUE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>LIBRARY</u></b>							
LIBRARY ROOM RENTALS	2,262	-	2,450	-	613	(1,837)	-74.98%
LIBRARY FEES/COPY	10,557	1,599	6,500	3,040	1,625	(4,875)	-75.00%
PASSPORT REVENUE	1,050	-	300	100	75	(225)	-75.00%
LIBRARY LOST BOOKS	1,942	390	7,490	408	1,873	(5,617)	-74.99%
<b>Subtotal</b>	<b>15,811</b>	<b>1,989</b>	<b>16,740</b>	<b>3,548</b>	<b>4,186</b>	<b>(12,554)</b>	<b>-74.99%</b>

**FY 2021/2022 EMPLOYEE BENEFITS EXPENDITURE BUDGET**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change	
<b>EMPLOYEE BENEFITS</b>											
MAJOR MEDICAL INSURANCE	2,837,716	1,460,210	2,987,823	2,987,823	2,987,823	(0)	0.00%	3,017,823	30,000	1.00%	Added Parks & Rec Position
LIFE INSURANCE	34,291	22,002	40,473	40,473	40,650	177	0.44%	40,770	297	0.73%	Added Parks & Rec Position
DISABILITY INSURANCE	33,710	19,754	37,587	37,587	38,918	1,331	3.54%	39,038	1,451	3.86%	Added Parks & Rec Position
SOCIAL SECURITY/FICA	808,805	410,118	932,430	932,430	950,111	17,681	1.90%	959,039	26,609	2.85%	Added Parks & Rec and Assessor Positions and Police Overtime Training
POLICE PENSIONS	634,299	769,181	809,664	769,181	876,000	29,336	3.62%	839,000	29,336	3.62%	Pension Assumption: Updated Mortality Tables with 20 Year Amortization
TOWN PENSIONS	826,435	970,739	1,018,998	970,739	1,106,514	38,133	3.74%	1,057,131	38,133	3.74%	Reallocated some expenses from Parks & Recreation Fund due to previously overcharging that fund; Pension Assumption: Updated Mortality Tables with 20 Year Amortization
OPEB	-	-	-	-	-	50,000	#DIV/0!	50,000	50,000	#DIV/0!	Pension Assumption: Updated Mortality Tables with 20 Year Amortization
DEFINED CONTRIBUTION	98,167	59,634	114,245	114,245	115,610	1,365	1.20%	119,604	5,359	4.69%	Added Parks & Recr Position
UNEMPLOYMENT COMPENSATION	67,397	(16,200)	10,000	10,000	10,000	-	0.00%	10,000	-	0.00%	
CONSULTANT	7,463	-	9,500	9,500	9,500	-	0.00%	9,500	-	0.00%	
COVID-19	316	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	
<b>Subtotal</b>	<b>5,348,600</b>	<b>3,695,437</b>	<b>5,960,720</b>	<b>5,871,978</b>	<b>6,135,127</b>	<b>138,024</b>	<b>2.32%</b>	<b>6,141,905</b>	<b>181,185</b>	<b>3.04%</b>	



**FY 2021/2022 GENERAL LIABILITY EXPENDITURE BUDGET**

	Historical Data				Town Manager Proposed			
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	
<b><u>GENERAL LIABILITY &amp; INSURANCE</u></b>								
WORKER'S COMPENSATION	205,416	184,453	234,141	234,141	242,925	8,784	3.75%	Reallocated some expenses from Parks & Recreation Fund
LIABILITY, AUTO & PROPERTY	232,307	215,347	220,479	220,479	226,687	6,208	2.82%	due to previously overcharging that fund
INSURANCE DEDUCTIBLE	4,386	8,165	10,000	10,000	10,000	-	0.00%	Secured cyber security policy/coverage
<b>Subtotal</b>	<b>442,109</b>	<b>407,964</b>	<b>464,620</b>	<b>464,620</b>	<b>479,612</b>	<b>14,992</b>	<b>3.23%</b>	

**FY 2021/2022 GENERAL LIABILITY INSURANCE REVENUE BUDGET**

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>GENERAL LIABILITY &amp; INSURANCE</u></b>							
INSURANCE REFUNDS	55,805	51,608	27,500	51,608	27,500	-	0.00%
<b>Subtotal</b>	<b>55,805</b>	<b>51,608</b>	<b>27,500</b>	<b>51,608</b>	<b>27,500</b>	<b>-</b>	<b>0.00%</b>



**FY 2021/2022 OPERATING TRANSFERS AND CASH FOR CAPITAL EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY22 Requested	FY22 Change from FY21	% Change
<b><u>OPERATING TRANSFERS</u></b>										
CONTINGENCY RESERVE	-	-	172,331	172,331	205,388	33,057	19.18%	205,388	33,057	19.18%
HEALTH INSURANCE FUND	850,000	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
MSP SENIOR CENTER FUND	-	10,480	10,480	10,480	10,480	-	0.00%	10,480	-	0.00%
YOUTH SERVICE BUREAU FUND	-	8,000	8,000	8,000	8,000	-	0.00%	8,000	-	0.00%
ATHLETICS FIELDS FUND	-	2,250	2,250	2,250	2,250	-	0.00%	2,250	-	0.00%
CNR-2016	83,250	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
CNR-2017	68,300	68,300	68,300	68,300	-	(68,300)	-100.00%	-	(68,300)	-100.00%
CNR-2018	83,250	83,250	83,250	83,250	83,250	-	0.00%	83,250	-	0.00%
CNR-2019	83,250	83,250	83,250	83,250	83,250	-	0.00%	83,250	-	0.00%
CNR-2020	364,340	83,250	83,250	83,250	83,250	-	0.00%	83,250	-	0.00%
CNR-2021	-	193,700	193,700	193,700	83,250	(110,450)	-57.02%	83,250	(110,450)	-57.02%
CNR-2022	-	-	-	-	194,208	194,208	#DIV/0!	194,208	194,208	#DIV/0!
SIMSBURY FARMS CONTRIBUTION	195,629	185,000	185,000	185,000	181,715	(3,285)	-1.78%	181,715	(3,285)	-1.78%
OPERATING TRANSFERS	284,308	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>2,012,327</b>	<b>717,480</b>	<b>889,811</b>	<b>889,811</b>	<b>935,041</b>	<b>45,230</b>	<b>5.08%</b>	<b>935,041</b>	<b>45,230</b>	<b>5.08%</b>
<b>Total Operating Budget</b>	<b>23,174,075</b>	<b>12,826,492</b>	<b>24,104,637</b>	<b>23,581,632</b>	<b>24,728,420</b>	<b>587,400</b>	<b>2.44%</b>	<b>24,887,734</b>	<b>783,097</b>	<b>3.25%</b>
<b><u>CASH FOR CAPITAL</u></b>										
CASH TO CAPITAL	1,731,941	-	-	-	114,000	114,000	#DIV/0!	1,257,930	1,257,930	#DIV/0!
<b>Subtotal</b>	<b>1,731,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,000</b>	<b>114,000</b>	<b>#DIV/0!</b>	<b>1,257,930</b>	<b>1,257,930</b>	<b>#DIV/0!</b>

Payment of Instructors for Classes - Expense is being paid from SRF

Meadowood

**FY 2021/2022 OPERATING TRANSFERS REVENUE BUDGET**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY21 Requested	FY21 Change from FY20	% Change
<b><u>OPERATING TRANSFERS</u></b>										
BELDEN AND SOUTHWELL TRUST	7,000	-	16,100	16,100	21,100	5,000	31.06%	23,100	7,000	43.48%
CAPITAL PROJECT FUNDS	-	-	303,168	303,168	264,273	(38,895)	-12.83%	264,273	(38,895)	-12.83%
<b>Subtotal</b>	<b>7,000</b>	<b>-</b>	<b>319,268</b>	<b>319,268</b>	<b>285,373</b>	<b>(33,895)</b>	<b>-10.62%</b>	<b>287,373</b>	<b>(31,895)</b>	<b>-9.99%</b>

## FY 2021/2022 DEBT SERVICE EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>DEBT SERVICE</u></b>							
PRINCIPAL - TOWN	3,188,884	897,211	2,826,592	2,826,592	3,300,582	473,990	16.77%
PRINCIPAL - SCHOOLS	946,116	227,789	1,488,408	1,488,408	1,764,419	276,011	18.54%
INTEREST - TOWN	721,151	324,573	632,743	632,743	787,680	154,937	24.49%
INTEREST - SCHOOLS	239,682	257,367	523,722	523,722	696,676	172,954	33.02%
<b>Subtotal</b>	<b>5,095,833</b>	<b>1,706,940</b>	<b>5,471,465</b>	<b>5,471,465</b>	<b>6,549,357</b>	<b>1,077,892</b>	<b>19.70%</b>

## **WATER POLLUTION CONTROL**

Simsbury Water Pollution Control (SWPC) is a customer funded utility owned and operated by the Town of Simsbury. The Simsbury treatment plant also receives wastewater flows from the towns of Avon and Granby. SWPC is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility. The department is staffed by a superintendent, an assistant superintendent, an engineering inspector, a plant mechanic, four plant operators, a process control operator, an administrative secretary, and a mechanic foreman. During the summer, seasonal staff members are used primarily for easement maintenance.

The Water Pollution Control Authority (WPCA) is a body of seven members that oversees the department. They are appointed by the Board of Selectmen and are responsible for establishing, reviewing and enforcing the policies, procedures and fees in connection with the operation and maintenance of Simsbury's sanitary sewer system and wastewater treatment facility.

## **FY 20/21 ACCOMPLISHMENTS**

- Rehabilitated 13,000 linear feet of sanitary sewers by lining to eliminate groundwater.
- Completed rehabilitation of Plant Water System to improve flow rates and process applications.
- Completed replacement of outdated Programmable Logic Controllers (PLC) allowing for better control and management of treatment plant operating systems.
- Refinanced clean water fund bond, saving an estimated \$392,406 net of bond issuance costs.

## **FY 21/22 TRENDS & KEY ISSUES**

Large scale developments within the Town continue to create more customers for the SWPC. The WPCA will continue to analyze these developments during the initial stages to ensure that collection system and plant capacity is maintained to provide the best service to the users of the system.

## **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Design and construct replacement sanitary sewers for the Woodland Street area.

**Objectives:**

- To be completed by outside contractors.
- To replace sanitary sewers that are failing and not currently maintained by the Town.
- Design and construction will be reimbursed by Dyno Nobel.

**Goal:** Complete the update of the Simsbury Water Pollution Control Facilities Plan.

**Objectives:**

- To be completed by outside contractors.
- To provide a long term outlook of the facility and recommendations for potential upgrades and equipment replacement to assist in capital planning.

**Goal:** Continue with the creation of a video library of the Simsbury sanitary sewer collection system.

**Objective:**

- This will be completed by 2 members of the WPC staff utilizing the WPC owned video inspection equipment and will be a multi-year project.

<b>Water Pollution Control Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
Superintendent	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Plant Mechanic	2.00	1.00	1.00
Plant Operator I	0.00	0.50	1.00
Plant Operator II	2.00	2.00	2.00
Plant Operator III	1.00	1.00	1.00
WPC Process Control Operator	1.00	1.00	1.00
Admin Secretary II	1.00	1.00	1.00
Mechanic Foreman	0.00	1.00	1.00
<b>Total</b>	<b>10.00</b>	<b>10.50</b>	<b>11.00</b>

**Town of Simsbury**  
**Water Pollution Control Budget**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**

	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2021</u> <u>Estimated</u>	<u>2022</u> <u>WPCA Comm</u> <u>Approved</u>
<b>Revenues</b>				
WPCA Operating				
Interest on Investments	\$ 73,160	\$ 7,997	\$ 7,997	\$ 8,000
Interest & Liends	22,016	22,212	22,212	22,642
Miscellaneous Grant	50,325	22,000	50,325	23,514
CWF Loan Payment - Avon	293,528	293,528	293,528	293,528
CWF Loan Payment - Granby	116,399	116,399	116,399	116,399
WPCA Fees	687,025	505,903	505,903	684,820
Assessments	3,049,791	2,645,997	3,137,584	2,738,455
Insufficient Fund Fees	294	-	-	-
Total WPCA Operating	<u>4,292,538</u>	<u>3,614,036</u>	<u>4,133,948</u>	<u>3,887,358</u>
Intergovernmental				
Transfer In - Capital Project Funds	900	-	-	-
Total Intergovernmental	<u>900</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	<b><u>4,293,438</u></b>	<b><u>3,614,036</u></b>	<b><u>4,133,948</u></b>	<b><u>3,887,358</u></b>
<b>Expenditures</b>				
WPCA Operating				
Payroll	806,057	916,949	779,727	947,734
Benefits	413,067	506,046	449,958	529,434
Contractual Services	66,761	115,772	85,200	62,615
Insurance	20,031	37,170	37,170	37,000
Purchased Services	2,046	3,550	2,570	2,950
Office Supplies	2,607	3,700	2,800	3,700
Building Supplies	2,279	4,550	2,125	4,550
Program Supplies	105,514	124,040	121,070	117,885
Equipment Maintenance	15,243	30,240	28,977	28,990
Facilities Maintenance	14,222	17,400	17,398	17,900
Utilities	481,548	580,412	523,257	574,827
Public Agency Support	114,483	115,000	115,000	115,000
Conferences, Dues & Travel	2,192	8,185	3,663	7,905
Computer Software	-	-	-	35,708
Sewer Extensions	26,442	32,000	26,936	32,000
Equipment	60,344	88,200	87,600	50,600
Total WPCA Operating	<u>2,132,836</u>	<u>2,583,214</u>	<u>2,283,451</u>	<u>2,568,798</u>
Intergovernmental				
Transfer Out - Capital Project Funds	415,000	375,000	375,000	1,540,000
Total Intergovernmental	<u>415,000</u>	<u>375,000</u>	<u>375,000</u>	<u>1,540,000</u>
Debt Service				
Clean Water Loan - Principal	1,082,798	1,104,654	1,104,654	960,452
Clean Water Loan - Interest	182,409	160,553	160,553	304,755
Total Debt Service	<u>1,265,207</u>	<u>1,265,207</u>	<u>1,265,207</u>	<u>1,265,207</u>
<b>Total Expenditures</b>	<b><u>3,813,043</u></b>	<b><u>4,223,421</u></b>	<b><u>3,923,658</u></b>	<b><u>5,374,005</u></b>
<b>Net Change in Fund Balance</b>	<b>480,394</b>	<b>(609,385)</b>	<b>210,290</b>	<b>(1,486,647)</b>
<b>Fund Balance - 7/1</b>	<b><u>6,406,503</u></b>	<b><u>6,886,897</u></b>	<b><u>6,886,897</u></b>	<b><u>7,097,187</u></b>
<b>Fund Balance - 6/30</b>	<b><u>\$ 6,886,897</u></b>	<b><u>\$ 6,277,512</u></b>	<b><u>\$ 7,097,187</u></b>	<b><u>\$ 5,610,540</u></b>

## FY 2021/2022 WPCA EXPENDITURE BUDGET

	Historical Data				WPCA Commission Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimate	FY22 Requested	FY22 Change from FY21	% Change
<b><u>WPCA ADMINISTRATION</u></b>							
FULL-TIME	749,312	388,137	841,345	720,966	870,649	29,304	3.48%
OVERTIME	52,561	24,992	58,804	53,561	60,285	1,481	2.52%
SEASONAL	4,185	-	16,800	5,200	16,800	-	0.00%
MAJOR MEDICAL INSURANCE	203,713	112,725	231,321	217,857	252,140	20,819	9.00%
LIFE INSURANCE	3,667	2,336	4,291	3,950	4,400	109	2.54%
DISABILITY INSURANCE	2,566	1,615	3,029	2,750	3,134	105	3.47%
SOCIAL SECURITY/FICA	61,679	31,766	70,147	65,147	72,502	2,355	3.36%
TOWN PENSIONS	116,514	143,754	180,534	143,754	180,534	-	0.00%
WORKER'S COMPENSATION	24,928	-	16,724	16,500	16,724	-	0.00%
CONSULTANT	16,906	192	48,000	32,000	33,000	(15,000)	-31.25%
CONTRACTUAL SERVICES	49,855	31,717	67,772	53,200	29,615	(38,157)	-56.30%
COMPREHENSIVE PROP & CASUALTY	20,031	-	37,170	37,170	37,000	(170)	-0.46%
ADVERTISING	80	305	1,300	750	700	(600)	-46.15%
COPY & PRINTING SERVICES	1,139	546	750	700	750	-	0.00%
POSTAGE	858	67	2,200	1,300	2,200	-	0.00%
EQUIPMENT RENTALS	827	417	1,500	1,120	1,500	-	0.00%
OFFICE SUPPLIES	1,749	-	1,500	1,500	1,500	-	0.00%
TECH & PROGRAM SUPPLIES	1,668	800	2,000	1,780	2,000	-	0.00%
BUILDING SUPPLIES	172	275	2,000	775	2,000	-	0.00%
CLEANING SUPPLIES	1,025	484	2,300	1,250	2,300	-	0.00%
AGRICULTURAL SUPPLIES	-	-	250	100	250	-	0.00%
ROAD & DRAINAGE SUPPLIES	3,124	6,265	11,000	10,500	7,500	(3,500)	-31.82%
CHEMICAL & LAB SUPPLIES	48,615	29,386	48,075	48,075	48,075	-	0.00%
PARTS SUPPLIES	44,588	25,627	52,000	51,000	50,000	(2,000)	-3.85%
CLOTHES & SAFETY SUPPLIES	7,519	3,623	8,165	7,615	8,310	145	1.78%
OIL & LUBRICANTS	-	-	2,800	2,100	2,000	(800)	-28.57%
EQUIPMENT MAINTENANCE	11,343	17,978	22,740	22,740	22,740	-	0.00%
VEHICLE MAINTENANCE	3,900	1,926	7,500	6,237	6,250	(1,250)	-16.67%

## FY 2021/2022 WPCA EXPENDITURE BUDGET

	Historical Data				WPCA Commission Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimate	FY22 Requested	FY22 Change from FY21	% Change
FACILITIES MAINTENANCE	14,222	6,902	17,400	17,398	17,900	500	2.87%
WATER CHARGES	7,529	3,937	8,230	7,829	9,230	1,000	12.15%
NATURAL GAS/PROPANE	24,179	7,346	32,150	27,527	29,150	(3,000)	-9.33%
ELECTRIC	230,956	99,268	297,602	268,670	296,752	(850)	-0.29%
GASOLINE	9,488	3,112	14,690	9,124	11,955	(2,735)	-18.62%
TELEPHONE SERVICE	3,753	1,556	5,040	4,250	5,040	-	0.00%
REFUSE DISPOSAL	205,641	73,602	222,700	205,857	222,700	-	0.00%
PUBLIC AGENCY SUPPORT	114,483	115,000	115,000	115,000	115,000	-	0.00%
CONFERENCES & EDUCATION	1,139	875	5,565	2,350	5,565	-	0.00%
TRAVEL	318	-	1,000	500	1,000	-	0.00%
DUES & SUBSCRIPTIONS	736	365	1,620	813	1,340	(280)	-17.28%
COVID-19	1,083	-	-	-	-	-	#DIV/0!
SEWER EXTENSIONS	26,442	13,468	32,000	26,936	32,000	-	0.00%
TECHNICAL & PROGRAM EQUIPMENT	-	-	1,200	600	600	(600)	-50.00%
MACHINERY	60,344	5,316	87,000	87,000	50,000	(37,000)	-42.53%
COMPUTER SOFTWARE	-	-	-	-	35,708	35,708	#DIV/0!
<b>Subtotal</b>	<b>2,132,836</b>	<b>1,155,679</b>	<b>2,583,214</b>	<b>2,283,451</b>	<b>2,568,798</b>	<b>(14,416)</b>	<b>-0.56%</b>
<b><u>OPERATING TRANSFERS</u></b>							
CAPITAL PROJECTS	415,000	375,000	375,000	375,000	1,540,000	1,165,000	310.67%
<b>Subtotal</b>	<b>415,000</b>	<b>375,000</b>	<b>375,000</b>	<b>375,000</b>	<b>1,540,000</b>	<b>1,165,000</b>	<b>310.67%</b>
<b><u>DEBT SERVICE</u></b>							
CLEAN WATER - PRINCIPAL	1,082,798	549,568	1,104,654	1,104,654	960,452	(144,202)	-13.05%
CLEAN WATER - INTEREST	182,409	83,036	160,553	160,553	304,755	144,202	89.82%
<b>Subtotal</b>	<b>1,265,207</b>	<b>632,604</b>	<b>1,265,207</b>	<b>1,265,207</b>	<b>1,265,207</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL WPCA EXPENDITURE!</b>	<b>3,813,043</b>	<b>2,163,283</b>	<b>4,223,421</b>	<b>3,923,658</b>	<b>5,374,005</b>	<b>1,150,584</b>	<b>27.24%</b>



## FY 2021/2022 WPCA REVENUE BUDGET

	Historical Data				WPCA Commission Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimate	FY22 Requested	FY22 Change from FY21	% Change
<b><u>WPCA</u></b>							
INTEREST ON INVESTMENTS	73,160	4,624	7,997	7,997	8,000	3	0.04%
INTEREST & LIENS	22,016	9,813	22,212	22,212	22,642	430	1.94%
MISCELLANEOUS GRANT	50,325	28,408	22,000	50,325	23,514	1,514	6.88%
CWF LOAN PAYMENT - AVON	293,528	122,303	293,528	293,528	293,528	-	0.00%
CWF LOAN PAYMENT - GRANBY	116,399	82,660	116,399	116,399	116,399	-	0.00%
WPCA FEES	687,025	502,921	505,903	505,903	684,820	178,917	35.37%
ASSESSMENTS	3,049,791	2,862,877	2,645,997	3,137,584	2,738,455	92,458	3.49%
INSUFFICIENT FUND FEES/MISC	294	-	-	-	-	-	0.00%
CAPITAL PROJECT FUNDS	900	-	-	-	-	-	0.00%
<b>TOTAL WPCA REVENUE</b>	<b>4,293,438</b>	<b>3,613,605</b>	<b>3,614,036</b>	<b>4,133,948</b>	<b>3,887,358</b>	<b>273,322</b>	<b>7.56%</b>

**Town of Simsbury**  
**Residential Property Special Revenue Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**

	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Adopted</u>	<u>2021</u> <u>Estimated</u>	<u>2022</u> <u>Proposed</u>
<b>Revenues</b>				
Rents	\$ 73,768	\$ 67,940	\$ 67,940	\$ 71,940
<b>Total Revenues</b>	<b>73,768</b>	<b>67,940</b>	<b>67,940</b>	<b>71,940</b>
<b>Expenditures</b>				
Operating Expenditures				
Contractual Services	21,299	15,450	10,000	11,500
Building Supplies	740	500	250	750
Equipment Maintenance	-	1,250	1,250	3,000
Facilities Maintenance	(210)	1,800	1,800	1,200
Water Charges	1,448	1,250	1,250	1,250
Sewer Use Fees	968	1,100	4,950	1,100
Electric	-	1,000	500	1,200
Building Improvements	17,000	15,000	15,000	20,000
Total Operating Expenditures	<u>41,245</u>	<u>37,350</u>	<u>35,000</u>	<u>40,000</u>
Debt Service				
Housing Loan - Principal	8,091	8,192	8,192	8,275
Housing Loan - Interest	538	330	330	247
Total Debt Service	<u>8,629</u>	<u>8,522</u>	<u>8,522</u>	<u>8,522</u>
Operating Transfers				
Transfers Out	7,152	-	-	-
Total Operating Transfers	<u>7,152</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b>57,025</b>	<b>45,872</b>	<b>43,522</b>	<b>48,522</b>
<b>Net Change in Fund Balance</b>	<b>16,743</b>	<b>22,068</b>	<b>24,418</b>	<b>23,418</b>
<b>Fund Balance - 7/1</b>	<b>340,995</b>	<b>357,738</b>	<b>357,738</b>	<b>382,156</b>
<b>Fund Balance - 6/30</b>	<b>\$ <u>357,738</u></b>	<b>\$ <u>379,806</u></b>	<b>\$ <u>382,156</u></b>	<b>\$ <u>405,574</u></b>

## **CULTURE, PARKS AND RECREATION**

The Culture, Parks and Recreation Department seeks to create outstanding recreational, natural, and cultural experiences to enrich users and to enhance our community for this and future generations. The programs and services provided by the department contribute to Simsbury's outstanding quality of life enjoyed by residents and are essential to the town's health, welfare and economic vitality.

The department is responsible for the maintenance of all parks, athletic fields, school athletic fields, the mowing of many trails and the Simsbury Farms Recreation Complex and Golf Course. The Culture, Parks and Recreation department also assists with many community events and develops programming to meet the needs of residents of all ages. The department also coordinates with local sports associations on scheduling of field use.

### **FY 20/21 ACCOMPLISHMENTS**

- Completed work on Parks and Open Space Master Plan in conjunction with consulting firm and steering committee.
- Adapted to the changing COVID environment quickly to keep the community and our staff safe while ensuring essential services and infrastructure remained operational.
- Worked with local health department and State agencies to formulate COVID-19 safety protocols to allow pools, golf course and camp programs to be open during pandemic.
- Continued working with Simbury 350 Committee to assist with anniversary preparations/events.
- Oversaw condenser and rink ceiling renovations at Simsbury Farms Rink.
- Completed drainage improvements on golf course holes #7 and #12. Tee boxes on #4, #16, #2 and #15 were partially renovated.
- Recruited and selected new Golf Course Superintendent and Assistant Superintendent.
- Issued RFP and selected a new vendor for the Golf Course restaurant.
- Issued RFP and retained current vendor for Golf Professional Services.
- Supported Parks and Recreation Special Revenue Fund Work Group in their review and analysis of factors contributing to the Fund's systemic deficits. Provided numerous solutions for consideration.
- Renewed lease with Fish and Game Club for use of Stoddard Dam.
- Assisted with numerous open space initiatives such as the Natural Stewardship Policy and potential Meadowood acquisition.

### **FY 21/22 TRENDS & KEY ISSUES**

FY 21/22 will be a challenging year for our staff and facilities. It is our hope that COVID-19 will begin to fade and we can begin to return programming and services to normal levels. We will work hard to attract community members back to our programming and provide education on protocols in place to keep them safe while enjoying the program or facility. We will be keeping a close watch on State and local health guidelines to offer services in a safe manner for all. The Department's budget continues to be heavily impacted by the effect of the rising state minimum wage for our large seasonal staff of lifeguards, camp counselors and summer maintenance personnel. The Department will continue to seek additional Parks Division staffing to meet not only current levels of service but the growing demand for enhanced trail and field maintenance. We have taken on additional maintenance of the Hop Brook Landing Park and are trying to keep up with the growing need for tree removal and pruning in our parks and open space. Our Golf staff will be working hard to continue attracting new golfers to the course and addressing the need to refurbish tees and construct

new forward tees where possible. Administrative Staff will be continuing to support the efforts of the Simsbury Celebrates Committee and the Town's 350 Anniversary Committee. The Culture, Parks and Recreation Department staff will also be assisting the Tariffville Village Association and the Simsbury Tourism Commission to bring awareness to events in town.

### **FY 21/22 GOALS & OBJECTIVES**

**Goal:** Begin implementing recommendations and concepts from the Parks and Open Space Master Plan.

**Objectives:**

- Set up plan for improving parks and open space signage.
- Work with Scouts and volunteer groups to improve trail wayfaring signage.

**Goal:** Increase diversity of program offerings.

**Objectives:**

- Using data from Parks and Open Space Master Plan Survey begin implementing additional programming options for all ages.
- Attend more public events to gain visibility for programs and solicit input on programming and facilities.

**Goal:** Analyze the key financial issues related to the Simsbury Farms Special Revenue Fund and make recommendations for addressing those issues.

**Objectives:**

- Work with the Town Manager's Office and Finance Department to identify measures to improve the financial sustainability of the Fund.
- Increase programming options and develop partnerships with local agencies.
- Enhance marketing of facility rental options to increase revenues.
- Increase golf revenue opportunities through creative marketing and partnerships.

**Goal:** Increase use and awareness of town parks, trails and open space.

**Objectives:**

- Initiate social media campaign to highlight beauty and various amenities of our parks and open spaces.
- Develop a digital park and trail mapping system that can be accessed from a mobile device.
- Produce parks and recreation facilities informational piece suitable for printed distribution.

<b>Culture, Parks and Recreation Staffing</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Admin &amp; Recreation</b>			
Director of Culture, Parks and Rec	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Admin Secretary I	1.00	1.00	1.00
<b>Parks</b>			
Parks Superintendent	1.00	1.00	1.00
Parks Foreman	1.00	1.00	1.00
Facility Maintenance Technician	0.00	0.00	1.00*
Mechanic - Parks	1.00	1.00	1.00
Parks Maintainer I	1.00	1.00	1.00
Parks Maintainer II	5.00	5.00	5.00
<b>Golf</b>			
Golf Course Superintendent	1.00	1.00	1.00
Assistant Golf Course Superintendent	1.00	1.00	1.00
Golf Maintainer	1.00	1.00	1.00
Mechanic - Golf	1.00	1.00	1.00
Golf Maintainers - PT (5@ 800 hrs)	2.00	2.00	2.00
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>

*\*If position is reauthorized by Board of Selectmen; not included in budgeted salaries.*

**FY 2021/2022 CULTURE, PARKS AND RECREATION EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved			
	FY20	FY21	FY21	FY21	FY22	FY22 Change		FY22	FY22 Change		
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY21	% Change	Requested	from FY21	% Change	
<b><u>PARKS &amp; REC - MAINTENANCE</u></b>											
FULL-TIME	611,507	300,211	621,907	621,907	654,468	32,561	5.24%	711,522	89,615	14.41%	Reclass for staff member; negotiated wage increases; Added Maintance Tech position \$57,054
OVERTIME	17,154	13,464	25,000	25,000	25,000	-	0.00%	25,000	-	0.00%	
SEASONAL	14,161	6,156	27,391	27,391	29,719	2,328	8.50%	29,719	2,328	8.50%	Min wage increase
EQUIPMENT RENTALS	5,317	2,751	6,947	6,947	6,947	-	0.00%	6,947	-	0.00%	
LAUNDRY SERVICE	1,005	-	2,200	2,200	2,200	-	0.00%	2,200	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	593	-	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%	
BUILDING SUPPLIES	3,235	1,463	5,800	5,800	5,800	-	0.00%	5,800	-	0.00%	
CLEANING SUPPLIES	1,096	200	2,205	2,205	2,205	-	0.00%	2,205	-	0.00%	
AGRICULTURAL SUPPLIES	12,838	4,846	8,400	8,400	17,400	9,000	107.14%	17,400	9,000	107.14%	Routine field maintenance supply costs that had been covered by the Athletic Field special revenue fund
ROAD & DRAINAGE SUPPLIES	2,215	-	4,160	4,160	4,160	-	0.00%	4,160	-	0.00%	
PARTS SUPPLIES	10,975	3,645	14,400	14,400	14,400	-	0.00%	14,400	-	0.00%	
CLOTHES & SAFETY SUPPLIES	3,610	888	2,900	2,900	3,575	675	23.28%	3,575	675	23.28%	Collective bargaining increase (boots)
OIL & LUBRICANTS	524	-	1,100	1,100	1,100	-	0.00%	1,100	-	0.00%	
EQUIPMENT MAINTENANCE	3,250	534	8,000	8,000	8,000	-	0.00%	8,000	-	0.00%	
VEHICLE MAINTENANCE	1,764	375	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%	
FACILITIES MAINTENANCE	43,808	13,834	64,825	64,825	64,825	-	0.00%	64,825	-	0.00%	
WATER CHARGES	22,532	19,965	16,000	22,000	22,000	6,000	37.50%	22,000	6,000	37.50%	Based on actual; Addition of Hop Brook Landing Park
NATURAL GAS/PROPANE	3,612	188	2,842	2,842	2,842	-	0.00%	2,842	-	0.00%	
ELECTRIC	10,902	6,791	13,163	13,163	13,163	-	0.00%	13,163	-	0.00%	
GASOLINE	10,742	5,791	13,800	13,800	13,065	(735)	-5.33%	13,065	(735)	-5.33%	
DIESEL FUEL	5,827	1,000	9,122	9,122	8,976	(146)	-1.60%	8,976	(146)	-1.60%	
CONFERENCES & EDUCATION	-	-	-	-	-	-	#DIV/0!	2,500	2,500	#DIV/0!	Add Professional Development \$2,500
DUES & SUBSCRIPTIONS	-	-	300	300	300	-	0.00%	300	-	0.00%	
COVID-19	220	101	-	101	-	-	#DIV/0!	-	-	#DIV/0!	
<b>Subtotal</b>	<b>786,888</b>	<b>382,204</b>	<b>853,962</b>	<b>860,063</b>	<b>903,645</b>	<b>49,683</b>	<b>5.82%</b>	<b>963,199</b>	<b>109,237</b>	<b>12.79%</b>	
<b><u>PARKS &amp; REC - MEMORIAL FIELD</u></b>											
SEASONAL	10,974	5,399	9,130	8,300	9,906	776	8.50%	9,906	776	8.50%	Min wage increase
BUILDING SUPPLIES	654	299	1,500	1,000	1,500	-	0.00%	1,500	-	0.00%	
AGRICULTURAL SUPPLIES	7,413	4,152	6,100	5,100	6,100	-	0.00%	6,100	-	0.00%	
PARTS SUPPLIES	2,999	388	4,300	3,800	4,300	-	0.00%	4,300	-	0.00%	
EQUIPMENT MAINTENANCE	619	-	2,800	2,800	2,800	-	0.00%	2,800	-	0.00%	
VEHICLE MAINTENANCE	-	-	1,000	500	1,000	-	0.00%	1,000	-	0.00%	
WATER CHARGES	100	1,261	7,800	5,800	7,800	-	0.00%	7,800	-	0.00%	
GASOLINE	600	-	670	660	634	(36)	-5.37%	634	(36)	-5.37%	
DIESEL FUEL	600	-	600	624	592	(8)	-1.33%	592	(8)	-1.33%	
COVID-19	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	
<b>Subtotal</b>	<b>23,960</b>	<b>11,499</b>	<b>33,900</b>	<b>28,584</b>	<b>34,632</b>	<b>732</b>	<b>2.16%</b>	<b>34,632</b>	<b>732</b>	<b>2.16%</b>	
<b><u>PARKS &amp; REC - MEMORIAL POOL</u></b>											
OVERTIME	248	1,020	600	1,200	651	51	8.50%	651	51	8.50%	
SEASONAL	31,044	27,031	32,422	32,422	35,178	2,756	8.50%	35,178	2,756	8.50%	Min wage increase
OFFICE SUPPLIES	-	-	500	500	500	-	0.00%	500	-	0.00%	

**FY 2021/2022 CULTURE, PARKS AND RECREATION EXPENDITURE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY21		FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change		FY22 Requested	FY22 Change	
	FY20 Actual	6 Mos. Actual				from FY21	% Change		from FY21	% Change
TECHNICAL & PROGRAM SUPPLIES	-	-	500	500	500	-	0.00%	500	-	0.00%
BUILDING SUPPLIES	1,171	151	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%
CLEANING SUPPLIES	777	350	1,000	1,000	1,000	-	0.00%	1,000	-	0.00%
MEDICAL SUPPLIES	-	-	300	300	300	-	0.00%	300	-	0.00%
CHEMICAL & LAB SUPPLIES	3,164	-	3,087	3,087	3,280	193	6.25%	3,280	193	6.25%
PARTS SUPPLIES	1,475	254	1,500	1,500	1,500	-	0.00%	1,500	-	0.00%
EQUIPMENT MAINTENANCE	180	-	2,500	2,500	2,500	-	0.00%	2,500	-	0.00%
WATER CHARGES	11,756	11,711	9,000	12,000	12,000	3,000	33.33%	12,000	3,000	33.33% Based on prior year actuals
SEWER USE FEES	7,095	3,511	8,000	8,000	8,000	-	0.00%	8,000	-	0.00%
ELECTRIC	2,236	1,293	2,025	2,025	2,300	275	13.58%	2,300	275	13.58%
REFUSE DISPOSAL	3,317	1,865	3,000	3,000	3,000	-	0.00%	3,000	-	0.00%
COVID-19	189	200	-	200	-	-	#DIV/0!	-	-	#DIV/0!
<b>Subtotal</b>	<b>62,653</b>	<b>47,386</b>	<b>66,934</b>	<b>70,734</b>	<b>73,209</b>	<b>6,275</b>	<b>9.37%</b>	<b>73,209</b>	<b>6,275</b>	<b>9.37%</b>

**FY 2021/2022 CULTURE, PARKS AND RECREATION REVENUE BUDGETS**

	Historical Data				Town Manager Proposed			Board of Selectmen Approved		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change	FY21 Requested	FY21 Change from FY20	% Change
<b><u>PARKS &amp; REC - COMMUNITY GARDENS</u></b>										
COMMUNITY GARDENS	2,806	-	2,500	3,000	3,100	600	24.00%	3,100	600	24.00%
<b>Subtotal</b>	<b>2,806</b>	<b>-</b>	<b>2,500</b>	<b>3,000</b>	<b>3,100</b>	<b>600</b>	<b>24.00%</b>	<b>3,100</b>	<b>600</b>	<b>24.00%</b>
<b><u>PARKS &amp; REC - MEMORIAL POOL &amp; FIELDS</u></b>										
MEMORIAL POOL & FIELDS	2,537	577	3,400	2,800	3,500	100	2.94%	3,500	100	2.94%
MISCELLANEOUS	313	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
CHARGES FOR SERVICES - BOE	213,752	95,889	224,499	224,499	230,562	6,063	2.70%	229,264	4,765	2.12%
<b>Subtotal</b>	<b>216,602</b>	<b>96,466</b>	<b>227,899</b>	<b>227,299</b>	<b>234,062</b>	<b>6,163</b>	<b>2.70%</b>	<b>232,764</b>	<b>4,865</b>	<b>2.13%</b>



**Town of Simsbury**  
**Simsbury Parks & Recreation Budget**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**

	<b>2020 Actual</b>	<b>2021 Adopted</b>	<b>2021 Estimated</b>	<b>2022 Proposed</b>
<b>Revenues</b>				
Simsbury Farms Complex				
Day Camps	129,064	183,620	154,458	175,000
Special Programs	220,455	320,961	150,000	275,000
Skating	213,259	220,000	140,000	225,000
Simsbury Farms Pools	138,229	226,979	170,000	230,000
Concessions	17,792	24,500	6,500	24,500
Court Rental	21,315	22,500	22,500	23,000
Apple Barn Rental	5,254	4,500	-	2,500
Miscellaneous	377	5,000	500	8,200
Total Simsbury Farms Complex	<u>745,744</u>	<u>1,008,060</u>	<u>643,958</u>	<u>963,200</u>
Golf Course				
Golf Course Fees	939,533	914,500	914,500	953,543
Golf Surcharge	65,607	59,000	67,000	64,300
Restaurant Rent	18,550	26,500	21,483	26,500
Donations	8,460	-	-	-
Total Golf Course	<u>1,032,150</u>	<u>1,000,000</u>	<u>1,002,983</u>	<u>1,044,343</u>
Intergovernmental				
Transfer In - General Fund	195,629	185,000	185,000	181,715
Total Intergovernmental	<u>195,629</u>	<u>185,000</u>	<u>185,000</u>	<u>181,715</u>
<b>Total Revenues</b>	<b><u>1,973,523</u></b>	<b><u>2,193,060</u></b>	<b><u>1,831,941</u></b>	<b><u>2,189,258</u></b>
<b>Expenditures</b>				
Golf Course	951,642	1,001,872	1,028,388	1,014,536
Simsbury Farms Complex	510,694	518,759	494,611	547,335
Special Programs	287,608	367,816	197,500	367,498
Simsbury Farms Administration	213,947	249,334	245,871	230,298
<b>Total Expenditures</b>	<b><u>1,963,890</u></b>	<b><u>2,137,781</u></b>	<b><u>1,966,370</u></b>	<b><u>2,159,666</u></b>
<b>Net Change in Fund Balance</b>	<b>9,632</b>	<b>55,279</b>	<b>(134,429)</b>	<b>29,592</b>
<b>Fund Balance - 7/1</b>	<b><u>53,201</u></b>	<b><u>62,833</u></b>	<b><u>62,833</u></b>	<b><u>(71,596)</u></b>
<b>Fund Balance - 6/30</b>	<b><u>\$ 62,833</u></b>	<b><u>\$ 118,112</u></b>	<b><u>\$ (71,596)</u></b>	<b><u>\$ (42,005)</u></b>

**FY 2021/2022 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS**

	Historical Data				Town Manager Recommended		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
<b><u>SPECIAL PROGRAMS</u></b>							
FULL-TIME	16,898	-	-	-	-	-	#DIV/0!
PART TIME	-	-	39,927	20,000	41,826	1,899	4.76%
OVERTIME	1,409	843	1,500	1,500	1,627	127	8.47%
SEASONAL	62,640	53,038	80,795	75,000	87,663	6,868	8.50%
LIFE INSURANCE	-	-	-	-	-	-	#DIV/0!
DISABILITY INSURANCE	-	-	-	-	-	-	#DIV/0!
SOCIAL SECURITY/FICA	6,173	4,086	9,350	9,350	10,030	680	7.28%
TOWN PENSIONS	12,415	-	-	-	-	-	#DIV/0!
CONTRACTUAL SERVICES	159,051	47,896	192,259	70,000	182,367	(9,892)	-5.15%
ADVERTISING	-	113	1,560	1,000	1,560	-	0.00%
SPECIAL ACTIVITIES	2,340	-	10,580	1,000	10,580	-	0.00%
COPY & PRINTING SERVICES	-	-	2,500	2,500	2,500	-	0.00%
BANK FEES	9,532	5,122	11,500	11,500	11,500	-	0.00%
EQUIPMENT RENTALS	6,941	-	10,645	2,000	10,645	-	0.00%
TECH & PROGRAM SUPPLIES	8,817	125	6,400	3,000	6,400	-	0.00%
MEDICAL SUPPLIES	271	-	550	550	550	-	0.00%
CONFERENCES & EDUCATION	25	-	250	100	250	-	0.00%
COVID-19	1,095	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>287,608</b>	<b>111,223</b>	<b>367,816</b>	<b>197,500</b>	<b>367,498</b>	<b>(318)</b>	<b>-0.09%</b>
<b><u>SIMSBURY FARMS ADMINISTRATIO</u></b>							
SPLIT TIME	115,137	57,314	122,931	122,931	126,514	3,583	2.91%
MAJOR MEDICAL INSURANCE	26,312	11,022	29,872	29,872	29,872	0	0.00%
LIFE INSURANCE	141	83	145	145	148	3	2.19%
DISABILITY INSURANCE	348	202	393	393	399	6	1.56%
SOCIAL SECURITY/FICA	8,915	4,437	9,168	9,168	9,425	257	2.80%
TOWN PENSIONS	19,509	26,389	26,389	26,389	19,830	(6,559)	-24.86%
CONTINGENCY	-	-	13,093	13,093	7,113	(5,980)	-45.68%
WORKER'S COMPENSATION	12,680	-	12,680	12,680	5,224	(7,456)	-58.80%
COMPREHENSIVE PROP & CASUALTY							
INSURANCE	15,875	-	19,050	19,050	16,598	(2,452)	-12.87%
POSTAGE	130	-	200	200	200	-	0.00%
OFFICE SUPPLIES	440	40	250	250	250	-	0.00%
TECH & PROGRAM SUPPLIES	-	250	-	-	-	-	#DIV/0!

**FY 2021/2022 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS**

	Historical Data				Town Manager Recommended		
	FY20 Actual	FY21	FY21	FY21	FY22 Requested	FY22 Change from FY21	% Change
		6 Mos. Actual	Budget	Estimated			
EQUIPMENT MAINTENANCE	1,099	-	4,000	4,000	4,000	-	0.00%
NATURAL GAS/PROPANE	4,724	881	5,338	4,700	4,700	(638)	-11.95%
ELECTRIC	2,108	848	2,900	2,600	2,600	(300)	-10.34%
CONFERENCES & EDUCATION	1,799	430	2,925	400	2,925	-	0.00%
COVID-19	30	-	-	-	500	500	#DIV/0!
OFFICE EQUIPMENT	4,700	-	-	-	-	-	#DIV/0!
<b>Subtotal</b>	<b>213,947</b>	<b>101,896</b>	<b>249,334</b>	<b>245,871</b>	<b>230,298</b>	<b>(19,036)</b>	<b>-7.63%</b>

**SIMSBURY FARMS COMPLEX**

FULL TIME	78,953	38,687	80,479	80,479	82,370	1,891	2.35%
PART TIME	502	331	1,500	1,500	1,627	127	8.47%
OVERTIME	2,716	2,049	1,000	2,600	1,000	-	0.00%
SEASONAL	148,721	101,017	175,369	150,000	190,275	14,906	8.50%
MAJOR MEDICAL INSURANCE	29,320	15,216	30,442	30,442	30,442	0	0.00%
LIFE INSURANCE	390	227	407	407	417	10	2.58%
DISABILITY INSURANCE	281	164	294	294	301	7	2.37%
SOCIAL SECURITY/FICA	17,927	10,712	19,502	19,502	20,656	1,154	5.92%
TOWN PENSIONS	12,415	17,475	17,475	17,475	13,484	(3,991)	-22.84%
CONTRACTUAL SERVICES	10,860	623	10,928	8,000	10,928	-	0.00%
COPY & PRINTING SERVICES	219	-	400	400	400	-	0.00%
EQUIPMENT RENTALS	3,055	-	3,100	1,500	3,100	-	0.00%
OFFICE SUPPLIES	1,131	-	1,550	1,550	1,550	-	0.00%
TECH & PROGRAM SUPPLIES	10,570	1,803	20,122	9,000	20,122	-	0.00%
BUILDING SUPPLIES	6,071	1,625	7,560	7,560	7,560	-	0.00%
CLEANING SUPPLIES	2,454	434	3,780	3,780	3,780	-	0.00%
AGRICULTURE SUPPLIES	110	110	1,000	1,000	1,000	-	0.00%
TRAFFIC CONTROL SUPPLIES	-	-	650	650	650	-	0.00%
MEDICAL SUPPLIES	552	124	550	550	550	-	0.00%
CHEMICAL & LAB SUPPLIES	15,635	3,210	11,440	11,440	11,440	-	0.00%
PARTS SUPPLIES	14,603	3,451	9,450	9,450	9,450	-	0.00%
CLOTHES & SAFETY SUPPLIES	1,502	200	2,500	2,500	2,500	-	0.00%
OIL & LUBRICANTS	470	-	600	600	600	-	0.00%
EQUIPMENT MAINTENANCE	13,432	2,279	11,500	11,500	11,500	-	0.00%
VEHICLE MAINTENANCE	668	517	2,000	2,000	2,000	-	0.00%
FACILITIES MAINTENANCE	15,675	4,250	11,500	11,500	11,500	-	0.00%

**FY 2021/2022 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS**

	Historical Data				Town Manager Recommended		
	FY20 Actual	FY21	FY21	FY21	FY22 Requested	FY22 Change from FY21	% Change
		6 Mos. Actual	Budget	Estimated			
WATER CHARGES	7,297	1,755	7,800	7,800	7,800	-	0.00%
NATURAL GAS/PROPANE	16,895	4,358	14,210	14,500	16,000	1,790	12.60%
ELECTRIC	86,483	33,266	60,000	75,000	75,000	15,000	25.00%
GASOLINE	1,304	2,000	4,119	4,100	3,900	(219)	-5.32%
TELEPHONE SERVICE	3,421	1,711	3,600	3,600	-	(3,600)	-100.00%
REFUSE DISPOSAL	1,321	341	2,200	2,200	2,200	-	0.00%
DUES & SUBSCRIPTIONS	1,659	-	1,732	1,732	1,732	-	0.00%
COVID-19	4,086	411	-	-	1,500	1,500	#DIV/0!
<b>Subtotal</b>	<b>510,694</b>	<b>248,345</b>	<b>518,759</b>	<b>494,611</b>	<b>547,335</b>	<b>28,576</b>	<b>5.51%</b>
<b><u>GOLF COURSE</u></b>							
FULL TIME	296,396	147,573	301,837	301,837	290,544	(11,293)	-3.74%
PART TIME	64,927	46,508	78,048	78,048	81,681	3,633	4.65%
OVERTIME	8,664	6,330	13,637	13,637	13,957	320	2.35%
SEASONAL	33,992	20,257	35,456	35,456	38,048	2,592	7.31%
MAJOR MEDICAL INSURANCE	82,838	43,215	85,876	85,876	95,251	9,375	10.92%
LIFE INSURANCE	1,493	870	1,564	1,564	2,439	875	55.97%
DISABILITY INSURANCE	1,049	582	1,081	1,081	1,045	(36)	-3.31%
SOCIAL SECURITY/FICA	30,904	16,880	32,103	32,103	31,017	(1,086)	-3.38%
TOWN PENSIONS	44,338	65,541	65,541	65,541	46,006	(19,535)	-29.81%
WORKER'S COMPENSATION	13,000	-	13,000	13,000	-	(13,000)	-100.00%
CONTRACTUAL SERVICES	36,905	27,152	46,973	46,973	49,468	2,495	5.31%
ADVERTISING	145	1,893	2,800	2,800	2,800	-	0.00%
BANK FEES	22,049	20,200	16,000	24,000	24,000	8,000	50.00%
EQUIPMENT RENTALS	68,323	39,916	59,150	59,150	59,150	-	0.00%
LAUNDRY SERVICE	888	-	850	900	1,300	450	52.94%
TECH & PROGRAM SUPPLIES	21,838	8,805	16,520	17,500	21,890	5,370	32.51%
BUILDING SUPPLIES	2,766	1,079	4,000	4,000	4,000	-	0.00%
CLEANING SUPPLIES	1,357	600	1,625	1,625	1,625	-	0.00%
AGRICULTURAL SUPPLIES	61,745	26,328	66,820	66,820	68,825	2,005	3.00%
ROAD & DRAINAGE SUPPLIES	4,216	2,806	10,000	10,000	10,000	-	0.00%
PARTS SUPPLIES	15,682	4,755	18,850	18,850	18,850	-	0.00%
CLOTHES & SAFETY SUPPLIES	1,079	37	1,400	1,400	1,640	240	17.14%
OIL & LUBRICANTS	1,663	-	2,425	2,425	2,425	-	0.00%
EQUIPMENT MAINTENANCE	3,230	1,169	8,085	8,085	8,585	500	6.18%
VEHICLE MAINTENANCE	2,808	4,504	4,050	4,050	4,050	-	0.00%

**FY 2021/2022 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS**

	Historical Data				Town Manager Recommended		
	FY20 Actual	FY21 6 Mos.	FY21 Budget	FY21 Estimated	FY22 Requested	FY22 Change from FY21	% Change
		Actual					
FACILITIES MAINTENANCE	4,739	4,185	5,300	5,300	6,300	1,000	18.87%
WATER CHARGES	3,287	557	2,000	2,000	2,100	100	5.00%
NATURAL GAS/PROPANE	8,124	1,842	9,000	9,000	9,600	600	6.67%
ELECTRIC	28,247	16,929	24,100	26,300	26,200	2,100	8.71%
HEATING OIL	1,050	-	3,083	2,650	2,250	(833)	-27.02%
GASOLINE	20,575	15,122	18,578	23,578	17,829	(749)	-4.03%
REFUSE DISPOSAL	1,523	420	1,900	1,900	1,900	-	0.00%
CONFERENCES & EDUCATION	2,314	250	3,750	1,000	3,750	-	0.00%
DUES & SUBSCRIPTIONS	1,150	1,354	1,470	1,470	1,470	-	0.00%
COVID-19	222	-	-	-	250	250	#DIV/0!
MACHINERY & EQUIPMENT	58,115	103,953	45,000	58,469	64,291	19,291	42.87%
<b>Subtotal</b>	<b>951,642</b>	<b>631,614</b>	<b>1,001,872</b>	<b>1,028,388</b>	<b>1,014,536</b>	<b>12,664</b>	<b>1.26%</b>
<b>TOTAL SIMSBURY FARM</b>	<b>1,963,890</b>	<b>1,093,078</b>	<b>2,137,781</b>	<b>1,966,370</b>	<b>2,159,666</b>	<b>21,885</b>	<b>1.02%</b>

## FY 2021/2022 PARKS AND RECREATION SPECIAL REVENUE FUND REVENUE BUDGET

	Historical Data				Town Manager Recommended		
	FY20 Actual	FY21 6 Mos. Actual	FY21 Budget	FY21 Estimate	FY22 Recommend	FY22 Change from FY21	% Change
<b><u>SIMSBURY FARMS</u></b>							
DAY CAMPS	129,064	79,838	183,620	154,458	175,000	(8,620)	-4.69%
SPECIAL PROGRAMS - RECREATION	220,455	77,057	320,961	150,000	275,000	(45,961)	-14.32%
SPONSORSHIPS/DONATIONS/MISC	-	-	5,000	500	5,000	-	0.00%
SIMSBURY FARMS POOLS	138,229	39,361	226,979	170,000	230,000	3,021	1.33%
SKATING	213,259	31,220	220,000	140,000	225,000	5,000	2.27%
CONCESSIONS	17,792	4,172	24,500	6,500	24,500	-	0.00%
COURT RENTAL	21,315	18,587	22,500	22,500	23,000	500	2.22%
APPLE BARN RENT	5,254	(450)	4,500	-	2,500	(2,000)	-44.44%
MISCELLANEOUS	377	-	-	-	3,200	3,200	#DIV/0!
RESTAURANT RENT	18,550	21,863	26,500	21,483	26,500	-	0.00%
GOLF COURSE FEES	939,533	658,547	914,500	914,500	953,543	39,043	4.27%
GOLF SURCHARGE	65,607	47,642	59,000	67,000	64,300	5,300	8.98%
GOLF DONATIONS	8,460	-	-	-	-	-	#DIV/0!
GENERAL FUND	195,629	185,000	185,000	185,000	181,715	(3,285)	-1.78%
<b>TOTAL SIMSBURY FARMS</b>	<b>1,973,523</b>	<b>1,162,838</b>	<b>2,193,060</b>	<b>1,831,941</b>	<b>2,189,258</b>	<b>(3,802)</b>	<b>-0.17%</b>

**Town of Simsbury  
Health Insurance Fund  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Fund Projections**

	<u>2020 Actual</u>	<u>2021 Adopted</u>	<u>2021 Estimated</u>	<u>2022 Proposed</u>
<b>Revenues</b>				
Premiums	\$ 14,274,790	\$ 15,337,596	\$ 15,060,406	\$ 15,668,689
H.S.A Funding	610,097	604,000	649,150	642,300
Rx Reimbursement	499,869	484,243	484,243	492,080
Insurance Refunds	256,740	-	65,722	-
Misc/Interest Income	19,261	-	-	-
<b>Total Revenues</b>	<b><u>15,660,757</u></b>	<b><u>16,425,839</u></b>	<b><u>16,259,521</u></b>	<b><u>16,803,069</u></b>
<b>Expenditures</b>				
Claims	12,725,522	14,768,298	12,592,061	14,842,048
H.S.A Funding	610,097	601,200	649,150	642,300
ASO Fees/Admin Fees	444,975	451,969	457,080	487,930
Stop Loss Insurance	484,080	604,000	695,500	787,158
<b>Total Expenditures</b>	<b><u>14,264,674</u></b>	<b><u>16,425,467</u></b>	<b><u>14,393,791</u></b>	<b><u>16,759,436</u></b>
<b>Operating Transfers</b>				
Transfer In	850,000	-	-	-
Total Operating Transfers	<u>850,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<b>2,246,083</b>	<b>372</b>	<b>1,865,729</b>	<b>43,633</b>
<b>Fund Balance - 7/1</b>	<b><u>1,482,407</u></b>	<b><u>3,728,490</u></b>	<b><u>3,728,490</u></b>	<b><u>5,594,220</u></b>
<b>Fund Balance - 6/30</b>	<b><u>\$ 3,728,490</u></b>	<b><u>\$ 3,728,862</u></b>	<b><u>\$ 5,594,220</u></b>	<b><u>\$ 5,637,853</u></b>
IBNR Liability Balance	649,000	649,000	649,000	649,000
Fund Balance	<u>3,728,490</u>	<u>3,728,862</u>	<u>5,594,220</u>	<u>5,637,853</u>
<b>Total Reserve</b>	<b><u>4,377,490</u></b>	<b><u>4,377,862</u></b>	<b><u>6,243,220</u></b>	<b><u>6,286,853</u></b>
<b>Percent of Expected Claims</b>	<b>34%</b>	<b>30%</b>	<b>50%</b>	<b>42%</b>

**Town of Simsbury**  
**Six Year Capital Non-Recurring (CNR) Plan**  
**Fiscal Year 2021/22 - Fiscal Year 2026/27**

	Funding Source	Future Projects					
		FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
<b>GENERAL GOVERNMENT</b>							
2022 Revaluation	GF	60,000	60,000	60,000	60,000	60,000	60,000
<b>Computer Replacements (Staff)</b>	<b>GF</b>	<b>30,240</b>	30,240	30,240	30,240	30,240	30,240
<b>Public Safety Radio System Maintenance/Repairs</b>	GF	<b>10,000</b>	10,000	10,000	10,000	10,000	10,000
Email Spam Filter & Archiving	PS	12,000				12,000	
Microsoft Office Upgrade	GF	17,550	17,550				
Dial-A-Ride Van	G/DAR	64,000				65,000	65,000
Cyber Security Audit and Intruder Detection Software	GF		35,000	14,400	14,400	14,400	14,400
Mobile Device Mangement	GF		19,000				
Network Storage & Virtual Environment	GF			12,000			12,000
Financial Fraud Risk Assessment	GF			50,000			
Telephone System	GF				25,000		
<b>Total General Government</b>		<b>193,790</b>	<b>171,790</b>	<b>176,640</b>	<b>139,640</b>	<b>191,640</b>	<b>191,640</b>
<b>LIBRARY</b>							
Computer Replacements (Public Terminals)	GF	5,760	15,120	5,760	5,760	5,760	15,120
Co-Working Space - Design Phase	GF		35,000				
Audio-Visual Upgrades - Program Rooms	GF				15,000		
Automated Book Handler Replacement	GF					75,000	
<b>Total Library</b>		<b>5,760</b>	<b>50,120</b>	<b>5,760</b>	<b>20,760</b>	<b>80,760</b>	<b>15,120</b>
<b>POLICE</b>							
Police Cruisers (3)	GF	148,050	155,453	163,225	171,386	179,956	188,953
<b>Police Administrative Vehicles</b>	GF	<b>46,000</b>	48,300	101,430	53,251	55,913	176,127
Patrol Supervisor Cruisers (2)	CRF					133,706	
Body Worn Cameras and Car Cameras	GF	46,158	46,158	46,158	46,158	80,000	48,000
Variable Message Sign	GF		16,310	16,310			
Training Simulator	CRF	65,000					
Active Threat Vests	CRF		25,000				
Firearm Replacements	CRF		20,000				
Mobile Data Terminals	CRF				55,000		
Utility Terrain Vehicle	CRF				32,000		
Interview Room Audio/Video Recording System	CRF				40,000		
Soft Body Armor	CRF/G					21,000	
Replacement of Digital Fingerprint System	GF						19,000
Taser Replacements	GF			27,000	27,000	27,000	27,000
<b>Total Police</b>		<b>305,208</b>	<b>311,221</b>	<b>354,123</b>	<b>424,795</b>	<b>497,575</b>	<b>459,080</b>



	Funding Source	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
<b>PUBLIC WORKS/ENGINEERING</b>							
Public Works Truck Replacement	GF	180,000	185,000	185,000	190,000	195,000	195,000
<b>Material Recycling</b>	GF	<b>10,000</b>	10,000	10,000	12,000	12,000	12,000
Plow Blades	TAR	28,000		28,000		32,000	
<b>Traffic Calming - Notch Rd and West Mountain Rd</b>	GF	<b>30,000</b>					
One-Ton Pickup Truck (Highway Superintendent)	GF/T	45,000					
One-Ton Dump Truck (Crew Leader)	TAR/T	50,000	52,000				58,000
Front End Loader	TAR	200,000					
Highway Wood Chipper	TAR	108,000					
11' Snow Plow	GF		20,000		22,000		22,000
Various Drainage Improvements	B		125,000		150,000		150,000
Replacement of Gateway Entrance Signs	GF		18,500	18,500	18,500		
Intersection Safety Improvement Study	GF		100,000		100,000		100,000
Iron Horse Landscaping	GF		75,000	75,000			
Wayfinding Signage for Town Center	GF		20,000				
Station Street Reconfiguration	G		160,000				
Eno Parking Lot Improvements	GF		221,000				
Police Department Office Modifications	GF		125,000	125,000			
Ford Escape (Facilities)	GF		35,000				
Fleet Maintenance Software	GF		23,000				
Metacom Drive - Safety Improvements	GF		40,000				
1 Ton Roller	TAR		18,000				
Asphalt Recycle Trailer	TAR		62,000				
Milling Machine for Skid Steer	TAR		36,000				
Multi-Use Hook Lift	TAR		168,000				
Bobcat Excavator	TAR		110,000				115,000
2008 Ford Pick-Up (Facilities)	GF		40,000				
2011 Ford F-350 Dump Truck (Facilities)	GF		48,000				
Scagg Zero Turn Mower (Facilities)	GF		16,000				
Bobcat Track Skid Loader	TAR		70,000				85,000
Pickup F-150 4x4	TAR			35,000			39,000
Lift for Highway Garage	GF			185,000			
Asphalt Paving Box	TAR			42,000			
John Deere Tractor 3320 (Facilities)	GF			46,000			
Townwide Mapping Update	GF				150,000		
Eno Office and Senior Center Modifications	GF				140,000		
Highway One-Ton Dump Truck	GF				55,000		
Pickup F-150 4x4 (Director)	GF				42,000		
Roadside Mower	TAR				130,000		
Fork Lift for Garage	GF				42,000		
Roadside Tractor	TAR				120,000		

	Funding Source	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
2015 Ford Pick-Up (Facilities)	GF				48,000		
Wing Plow	TAR				240,000		
5 Ton Trolley Crane (Highway Garage)	GF				53,000		
Medium Duty Trailer	TAR				29,000		
Townwide Bridge/Culvert Inventory & Evaluation	GF					200,000	
Salt Brine System	GF					140,000	
Carmate Trailer (Facilities)	GF					16,000	
Air Ventilation System (Highway Garage)	TAR					94,000	
Equipment Material Handling Arm	GF					17,000	
Townwide Drainage Master Plan Update	GF						200,000
Lake Basile Dam	GF						130,000
18" Chipper	TAR						85,000
Trailer Mounted Leaf Vac (Facilities)	GF						16,500
Bobcat Bandit Chipper	TAR						95,000
<b>Total Public Works/Engineering</b>		<b>651,000</b>	<b>1,777,500</b>	<b>749,500</b>	<b>1,541,500</b>	<b>706,000</b>	<b>1,302,500</b>
<b>WATER POLLUTION CONTROL</b>							
<b>Vehicle Replacement</b>	<b>SUF</b>	<b>45,000</b>		55,000			45,000
Sewer Lining	SUF		100,000	100,000	100,000	100,000	100,000
HVAC Replacement	SUF		50,000	50,000	50,000	50,000	50,000
Tunxis Pump Station Rehabilitation	SUF	50,000					
Roof Safety Railings	SUF		130,000				
WPCF Pavement Overlay	SUF			75,000	75,000	75,000	
Flow and Load Review	SUF			100,000			
<b>Total Water Pollution Control</b>		<b>95,000</b>	<b>280,000</b>	<b>380,000</b>	<b>225,000</b>	<b>225,000</b>	<b>195,000</b>
<b>CULTURE, PARKS &amp; RECREATION</b>							
Various Playscapes/Playground Refurbishments	GF	25,000	25,000	25,000	25,000	25,000	25,000
Park Entrance Signs Replacement	GF	16,000	16,000	16,000	16,000		
Greenway Improvements	GF		100,000	100,000	100,000	100,000	100,000
Equipment Trailer Replacement	GF	8,000					
<b>Parks Maintenance Software</b>	<b>PS</b>	<b>15,000</b>					
Shultz Park Gazebo Roof Replacement	GF	10,000					
Bunker Rake for Golf Course	E	27,000					
Ice Rink Chiller Replacement	GF	120,000					
Simsbury Meadows Electrical Repairs & Upgrades	GF	10,000					
Parks Grounds Utility Vehicle Replacement	GF	25,000					
Simsbury Farms Rotary Mower	CRF	74,000					
Utility Vehicle - Golf Course	E	13,000					
Irrigation Replacement - Various Fields & Parks	CRF	40,000	60,000	60,000	150,000	80,000	
Clubhouse Repair Work	GF	35,000	65,000				
Simsbury Farms Playscape Replacement	CRF	200,000					
Tariffville Park Pickleball Renovation	GF/D		60,000				

	Funding Source	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
Weatogue Softball Field Backstop Replacement	GF		12,000				
Simsbury Farms Lighting	GF		201,000				
Dredging of Town Forest Park Pond	GF		15,000				
Tariffville Park Pavilion Replacement	GF		50,000				
Hole 16 Green Drainage Installation	GF		35,000				
Hole 10 Green Drainage System Installation	GF		35,000				
Golf Course Dump Truck Replacement	E		45,000				
Club House Roof Shingles Replacement	GF		60,000				
Cart Path Base Prep Plan	GF		35,000	20,000	20,000		
Cart Path Paving	GF			57,000	57,000	57,000	
Simsbury Farms Pool Waterslide	GF			20,000			
Golf Tee Leveling	GF			20,000			
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF			6,000			
Small Mower Replacement	GF			12,000			
Utility Vehicle - Simsbury Farms	GF			25,000			
Simsbury Farms Pools Wood Sundeck Replacement	GF			50,000			
Pavilion at Golf Course	GF			70,000			
Golf Course Master Plan Study	GF			50,000			
Ice Rink Edger	GF			10,000			
Meadow Pond Park Pavilion Replacement	GF			25,000			
Rebuild Tee #13	GF			20,000			
Tariffville Softball Field Backstop Replacement	GF			15,000			
Simsbury Farms Wading Pool Fountain	GF				14,000		
Simsbury Farms Generator	GF				75,000		
Dump Truck Replacement	GF				42,000		
Turf Sprayer	E				58,000		
Pickup Truck Replacement (replace 2012)	GF				45,000		
Utility Vehicle - Memorial Park	GF					25,000	
Pickup Truck Replacement (replace 2014)	GF					45,000	
Pickup Truck Replacement (replace 2015)	GF					45,000	
Shade Structures for Simsbury Farms Pools and Rotary Park	GF					65,000	
Sycamore Tree Park Fencing	GF					12,000	
Memorial Park Athletic Field Mower	GF					40,000	
Parks Boom Mower Attachment Replacement	GF					15,000	
Repaving of Miscellaneous Paths/Connecting Trails	GF					100,000	
John Deere Backhoe	E						120,000
Kubota Tractor	GF						75,000
Bobcat Skid Steer Loader	GF						85,000
Paving - Simsbury Farms Facility/Parks/Golf Maintenance Garage	GF						100,000
Big Rotary Mower - Parks	GF						86,000
Carpet Replacement - Simsbury Farms Administration Building	GF						12,000
Parks/Golf Maintenance Garage Heating	GF						10,000
<b>Total Culture, Parks &amp; Recreation</b>		<b>618,000</b>	<b>814,000</b>	<b>601,000</b>	<b>602,000</b>	<b>609,000</b>	<b>613,000</b>

	<b>Funding Source</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY24/25</b>	<b>FY25/26</b>	<b>FY26/27</b>
<b>TOTAL CNR</b>	\$	<b>1,868,758</b>	<b>3,404,631</b>	<b>2,267,023</b>	<b>2,953,695</b>	<b>2,309,975</b>	<b>2,776,340</b>

*Note: bold text indicates new projects for FY22*

**FUNDING:**

Bonds (B)		-	125,000	-	150,000	-	150,000
General Fund (GF)		865,258	2,218,631	1,782,023	1,874,695	1,739,269	1,769,340
Capital Reserve Fund (CRF)		379,000	110,000	-	127,000	144,206	-
Federal or State Grants (G)		51,200	160,000	-	-	62,500	52,000
Anticipated Vehicle Trade-In Value (VT)		25,000	12,500				12,500
Project Savings (PS)		27,000					
Donation (D)		-	15,000	-	-	-	-
Local Capital Improvement Program Grant (LOCIP)		-	-	-	-	-	-
Town Aid Road Fund (TAR)		373,500	503,500	105,000	519,000	126,000	464,500
Sewer Use Fund (SUF)		95,000	280,000	380,000	225,000	225,000	195,000
Sewer Assessment Fund (SAF)		-			-	-	-
Eno Trust (ET)		-	-	-	-	-	-
Dial-A-Ride Fund (DAR)		12,800	-	-	-	13,000	13,000
Golf Equipment Fund (E)		40,000	45,000	-	58,000	-	120,000
<b>TOTAL FUNDING</b>	\$	<b>1,868,758</b>	<b>3,469,631</b>	\$ <b>2,267,023</b>	<b>2,953,695</b>	\$ <b>2,309,975</b>	<b>2,776,340</b>

**CNR Breakdown**

	<u>Traditional Payback</u>	<u>Additional Cash</u>	<u>Capital Reserve Fund</u>	<u>Transfer from Operating</u>	<u>Project Savings</u>	<u>Trade-In Value</u>	<u>Sewer Use Fund</u>	<u>Grants/TAR/DAR Fund/Golf Fund</u>	<u>Total Project</u>
Revaluation	\$ 60,000	\$	\$						\$ 60,000
Computer Replacements (staff)	30,240								30,240
Radio System Maintenance/Repairs	10,000								10,000
Microsoft Office Upgrade	17,550								17,550
Computer Replacements (public terminals)	5,760								5,760
Body Worn Cameras and Car Cameras	46,158	-							46,158
One-Ton Pickup Truck (Highway Superintendent)	32,500					12,500			45,000
Playscapes	25,000								25,000
Parks Entrance Signs Replacement	16,000								16,000
Equipment Trailer Replacement	8,000								8,000
Shultz Park Gazebo	10,000								10,000
Ice Rink Chiller	120,000								120,000
Simsbury Meadows Electrical Repairs & Upgrades	10,000								10,000
Parks Grounds Utility Vehicle	25,000								25,000
Police Admin Vehicles		46,000							46,000
Traffic Calming		30,000							30,000
Clubhouse Repairs		35,000							35,000
Police Training Simulator			65,000						65,000
Simsbury Farms Playscape Replacement			200,000						200,000
Simsbury Farms Rotary Mower			74,000						74,000
Irrigation Replacement (various)			40,000						40,000
<hr/>									
Police Cruisers (Police Department budget)				148,050					148,050
Public Works Truck Replacement (Public Works budget)				180,000					180,000
Materials Recycling (Public Works budget)				10,000					10,000
Spam Filter/Archiving		-			12,000				12,000
Parks Maintenance Software					15,000				15,000
Vehicle Replacement (WPCA)							45,000		45,000
Tunxis Pump Station Rehab							50,000		50,000
DAR Van								64,000	64,000
Plow Blades								28,000	28,000
One-Ton Dump Truck (Crew Leader)								50,000	50,000
Front End Loader								200,000	200,000
Highway Wood Chipper								108,000	108,000
Bunker Rake for Golf Course								27,000	27,000
Utility Vehicle - Golf Course								13,000	13,000
<b>Totals</b>	<b>\$ 416,208</b>	<b>111,000</b>	<b>379,000</b>	<b>338,050</b>	<b>27,000</b>	<b>12,500</b>	<b>95,000</b>	<b>490,000</b>	<b>1,868,758</b>

**CAPITAL REQUEST FORM**

<b>Department:</b> Finance	<b>Project Title:</b> 2022 Revaluation	<b>Expected Life:</b> 5 years
<p><b>Description of Project:</b> Revaluation of all real estate as of October 1, 2022 with full data collection satisfying the 10 year inspection cycle required by law. Approximately 95% of funding must be in place before contract award - the remainder should cover later costs, mainly value defense. The median bid for the 2012 project was \$333,000. The FY19 budget included \$61,500 for revaluation, the FY20 and FY21 budgets included \$60,000. For FY22 and FY23, an additional \$60,000 will be set aside.</p>		
<p><b>Project Justification:</b> Required by law, and useful in improving assessment equity in relation to the current market value.</p>		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment						
F. Other Costs	\$60,000	\$60,000				
<b>TOTAL PROJECT COSTS</b>	\$60,000	\$60,000	\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Capital/CNR	\$60,000	\$60,000				
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$60,000	\$60,000	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0



**CAPITAL REQUEST FORM**

<b>Department:</b> Public Safety (multiple)	<b>Project Title:</b> Public Safety Radio System Maintenance/Repairs	<b>Expected Life:</b> TBD
<p><b>Description of Project:</b> During FY21, the new radio system for Police, Public Works, the Board of Education, and the Simsbury Board of Education is being implemented. The new system makes use of shared infrastructure with the Fire District's existing radio system. In addition to the maintenance costs associated with the new system, the Town will need to plan for an repairs and upgrades to the shared infrastructure.</p>		
<p><b>Project Justification:</b> The Fire District will inform the Town of any planned capital repairs/improvements for mutually operated equipment by January 15 each year for the upcoming fiscal year. The Town and Fire District will split the mutually agreed upon costs of maintenance, repairs, and inspections of the towers and microwave system, as well as network infrastructure, at 50% each.</p>		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Capital/CNR	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total						
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0



### CAPITAL REQUEST FORM

<b>Department:</b> Information Technology	<b>Project Title:</b> Email Spam Filter & Archiving	<b>Expected Life:</b> 4 years
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**Description of Project:** Spam filtering and archiving for municipal email services.

**Project Justification:** The current spam and archiving environment will be inactive by the end of FY22. The current platform covers the Town and Board of Education, but with the Board of Education's migration to Gmail, and the Town's migration to Office 365, a new platform will be required.

#### PROJECTED CAPITAL COSTS

	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment	\$12,000				\$12,000	
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$12,000	\$0	\$0	\$0	\$12,000	\$0

#### PROJECTED REVENUES

Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR	\$12,000				\$12,000	
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$12,000	\$0	\$0	\$0	\$12,000	\$0

#### PROJECTED OPERATING COSTS

	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

**CAPITAL REQUEST FORM**

<b>Department:</b> Information Technology	<b>Project Title:</b> Microsoft Office 2019	<b>Expected Life:</b> 7 years
<b>Description of Project:</b> Microsoft Office Suite 2019		
<b>Project Justification:</b> Updated features in MS Office Suite - Word, PowerPoint, Excel and Outlook for all departments excluding the Library. Project will span two years, with one half of the upgrades to be completed in year 1, and the second half in year 2 (65 devices in each year).		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment						
F. Other Costs	\$17,550	\$17,550				
<b>TOTAL PROJECT COSTS</b>	\$17,550	\$17,550	\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR	\$17,550	\$17,550				
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$17,550	\$17,550	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0















**CAPITAL REQUEST FORM**

<b>Department:</b> Public Works - Highway	<b>Project Title:</b> Traffic Calming	<b>Expected Life:</b> 25 years
<b>Description of Project:</b> Reconfigure the intersection of West Mountain and Notch Roads to slow the speed of cars traveling from West Mountain Road onto Notch Road.		
<b>Project Justification:</b> This past year, the Town, with the aid of a grant, installed a temporary traffic calming configuration at the intersection of West Mountain and Notch Roads. This project was viewed as a success by the residents in the area and had a positive effect on the speed of traffic on Notch Road. Work to make this a permanent solution includes an engineering review, granite curbing, line striping, signage, top soil and possibly plantings.		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering		\$7,500				
B. Architects						
C. Land Acquisition						
D. Construction		\$22,500				
E. Equipment						
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$0	\$30,000	\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR	\$30,000					
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$30,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0









**CAPITAL REQUEST FORM**

<b>Department:</b> Water Pollution Control	<b>Project Title:</b> Vehicle Replacement	<b>Expected Life:</b> 10 years
<b>Description of Project:</b> Replacment of fleet vehicles		
<b>Project Justification:</b> Replacement of fleet vehicles in accordance with replacement policies. 2010 F150, 2015 F350, 2016 Edge		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment	\$45,000		\$55,000			\$45,000
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$45,000	\$0	\$55,000	\$0	\$0	\$45,000

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR						
B. Grants						
C. Other - Sewer Use Fund	\$45,000		\$55,000			\$45,000
<b>TOTAL REVENUE</b>	\$45,000	\$0	\$55,000	\$0	\$0	\$45,000

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0

























**CAPITAL REQUEST FORM**

<b>Department:</b> Culture, Parks and Recreation	<b>Project Title:</b> Rotary Mower	<b>Expected Life:</b> 10 years
<b>Description of Project:</b> Front End Rotary Mower		
<b>Project Justification:</b> This equipment will replace a 2004 rotary mower, due to age and high usage hours is in need of replacement. This unit has 6456 operating hours on it which is equivalent to 258,000 miles on a car.		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction						
E. Equipment	\$74,000					
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$74,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR	\$74,000					
B. Grants						
C. Other - Capital Reserve Fund						
<b>TOTAL REVENUE</b>	\$74,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0









**Town of Simsbury**  
**Six Year Capital Improvement Program**  
**Fiscal Year 2021/22 - Fiscal Year 2026/27**

	Funding Source	FY21/22	Future Projects				
			FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
<b>GENERAL GOVERNMENT</b>							
Meadowood Acquisition	B/GF	2,515,860					-
Total General Government		2,515,860	-	-	-	-	-
<b>LIBRARY</b>							
Co-Working Space	G		373,000				
Total Library		-	373,000	-	-	-	-
<b>CULTURE, PARKS &amp; RECREATION</b>							
Performing Arts Center Parking & Accessibility Improvements	B/G	700,000					
Golf Course Irrigation System Replacement	B		2,200,000				
Multi-Use Connections/Trails Development (Rt 10 to Curtiss Park)	G		1,582,744				
Performing Arts Center/Rotary Park Restrooms	B			300,000			
Splash Pad/Memorial Pool Replacement/Bathhouse Refurbishment	B/D				750,000		
Curtiss Park Parking Improvements	B						408,000
Total Culture, Parks & Recreation		700,000	3,782,744	300,000	750,000	-	408,000
<b>PUBLIC WORKS/ENGINEERING</b>							
Highway Pavement Management	TAR/LOCIP/B/GF	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000
Sidewalk Reconstruction	B	200,000	200,000	200,000	200,000	200,000	200,000
<b>North End Sidewalk Construction</b>	<b>G</b>	<b>810,000</b>					
Refurbish Elevators	B		255,000				
Security and Fire Alarm Upgrades	B			522,625			
Highway Sweeper	TAR			280,000			
Municipal Site and Safety Improvements (Town Hall)	B			450,000			
Old Drake Hill Road/Flower Bridge Repairs	B			1,845,000			
Eno Entrance Improvements	ET/SRF				360,000		
Town Hall Renovations	B					3,100,000	
Bridge Improvements (Climax Road Bridge over Nod Brook)	B/G					4,238,000	
Total Public Works/Engineering		2,215,000	1,660,000	4,502,625	1,765,000	8,743,000	1,405,000

	Funding Source	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
<b>WATER POLLUTION CONTROL</b>							
Sewer Lining	SUF	600,000					
Berm Improvements	SUF/G	3,250,000					
Woodland Street/Hopmeadow Street Sewer Upgrade	SAF	1,200,000					
Primary Clarifier	SUF		150,000	1,000,000			
Septage Receiving Station	SUF				361,000		
Grit System Upgrade	SUF					300,000	
WPCA Roof Replacement	SUF						450,000
Total Water Pollution Control		5,050,000	150,000	1,000,000	361,000	300,000	450,000
<b>BOARD OF EDUCATION</b>							
District Security Improvements	B	250,000		250,000		250,000	
SHS Stadium Bleachers and Press Box Replacement	B	600,000					
Latimer Lane - Renovate as New	B/G	36,792,406					
Tootin Hills - Water Distribution & Drainage Systems	B		403,147				
Squadron Line - Water Distribution & Drainage Systems	B		1,288,190				
Central School - Electrical Service/Distribution 1950	B		386,468				
Central School - Replace EPDM Roof (V3)	B		319,477				
Tariffville School - Replace Roof - EPDM (V1, V2)	B		859,811				
SHS - Electrical Service/Distribution - Previous Vingages	B		320,995				
District Network Infrastructure	B		400,000		400,000		400,000
HJMS - Replace Roof (BUR)	B			3,682,128			
Squadron Line - Replace Roof	B				1,658,659		
Tootin Hills - Replace Roof (V3, V4)	B				963,509		
HJMS - Replace Roof (modified Bit)	B				305,200		
SHS - Replace Roof (v1, V2)	B					3,385,337	
Total Board of Education		37,642,406	3,978,088	3,932,128	3,327,368	3,635,337	400,000
<b>TOTAL CAPITAL PROJECTS</b>		<b>\$ 48,123,266</b>	<b>9,943,832</b>	<b>9,734,753</b>	<b>6,203,368</b>	<b>12,678,337</b>	<b>2,663,000</b>

*Note: bold text indicates new projects for FY22*

	<b>Funding Source</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY24/25</b>	<b>FY25/26</b>	<b>FY26/27</b>
<b>FUNDING:</b>							
Bonds (B)		29,212,105	7,238,088	7,854,753	4,882,368	8,415,337	1,613,000
General Fund (GF)		1,457,930	200,000	200,000	200,000	200,000	200,000
Donations (D)		-	-	-	-	-	-
Federal or State Grants (G)		14,503,231	1,955,744	-	-	3,363,000	-
Local Capital Improvement Program Grant (LOCIP)		156,500	156,500	156,500	156,500	156,500	156,500
Town Aid Road Fund (TAR)		243,500	243,500	523,500	243,500	243,500	243,500
Eno Trust (ET)		-	-	-	360,000	-	-
Sewer Use Fund (SUF)		1,350,000	150,000	1,000,000	361,000	300,000	450,000
Sewer Assessment Fund (SAF)		1,200,000	-	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$</b>	<b>48,123,266</b>	<b>9,943,832</b>	<b>9,734,753</b>	<b>6,203,368</b>	<b>12,678,337</b>	<b>2,663,000</b>









**CAPITAL REQUEST FORM**

<b>Department:</b> Public Works	<b>Project Title:</b> Sidewalk Reconstruction	<b>Expected Life:</b> 20 years
<b>Description of Project:</b> This program is to reconstruct or replace sidewalks as identified in the sidewalk inventory and analysis.		
<b>Project Justification:</b> Under the sidewalk ordinance, when a walk way is in need of reconstruction the responsibility falls on the Town. Following the sidewalk study, we have identified walks in need of replacement as well as curb ramps that do not meet the ADA requirements of accessibility.		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
E. Equipment						
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
B. Grants						
C. Other - <i>please specify here</i>						
<b>TOTAL REVENUE</b>	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0

**CAPITAL REQUEST FORM**

<b>Department:</b> Public Works	<b>Project Title:</b> North End Sidewalk	<b>Expected Life:</b> 25 years
<b>Description of Project:</b> This project is to construct a sidewalk in the north end. Funds will be provided through the Local Transportation Capital Improvement Program (LOTICIP) program.		
<b>Project Justification:</b> This construction of this sidewalk will add connectivity and walkability for the business area in the north end of Town.		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction	\$810,000					
E. Equipment						
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$810,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR						
B. Grants						
C. Other - LOTICIP	\$810,000					
<b>TOTAL REVENUE</b>	\$810,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0





**CAPITAL REQUEST FORM**

<b>Department:</b> Water Pollution Control	<b>Project Title:</b> Woodland St Rehab	<b>Expected Life:</b> 50 years
<b>Description of Project:</b> Design and install sanitary sewers to upgrade the current system to town standards.		
<b>Project Justification:</b> Dyno Nobel currently owns and maintains the sanitary sewer in the Woodland St / Hopmeadow Street area. The system is currently undersized and in poor condition. This project will be funded from the sewer assessment fund, and reimbursed by Dyno Nobel over a ten year period. After construction, the Town of Simsbury will own and maintain the system.		

<b>PROJECTED CAPITAL COSTS</b>						
	Estimated Expenditures by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Planning & Engineering						
B. Architects						
C. Land Acquisition						
D. Construction	\$1,200,000					
E. Equipment						
F. Other Costs						
<b>TOTAL PROJECT COSTS</b>	\$1,200,000		\$0	\$0	\$0	\$0

<b>PROJECTED REVENUES</b>						
Funding Source	Estimated Revenue by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Capital/CNR						
B. Grants						
C. Other - Sewer Assessment Fund	\$1,200,000					
<b>TOTAL REVENUE</b>	\$1,200,000	\$0	\$0	\$0	\$0	\$0

<b>PROJECTED OPERATING COSTS</b>						
	Estimated Operating Costs by Fiscal Year					
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
A. Personnel						
Salary						
Benefits						
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual						
C. Commodities						
<b>TOTAL OPERATING COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0











October 13, 2020

Maria Capriola, Town Manager  
Simsbury Town Hall  
933 Hopmeadow St.  
Simsbury CT, 06070

Dear Maria,

The Simsbury Performing Arts Center is respectfully submitting this request for town funding of capital projects at the SMPAC.

**1. Surfacing of parking lot and disability access path.**

Let us first say thank you for including the surfacing of the parking lot in the CIP for 2022/2023. We also are hopeful that your STEAP grant will enable earlier work on the accessible parking area and the stone dust path outside the rock wall. These improvements are essential for the safety of our patrons, especially those with mobility impairments. Should the STEAP grant not be approved, we hope that the BOS will include this capital project in the CIP at the earliest possible time. As noted in last year's capital request, the chairmen of both the Disability Commission and the Culture, Parks, and Recreation Commission have expressed support for this project. They sent in letters to that effect last year.

**2. Phase II: Backstage**

The second capital request is to work with SMPAC to construct what we all call Phase II, which includes public restrooms, a proper office for our staff, and dressing rooms for performers. We recognize that this is a larger project that will require both the town and the SMPAC to contribute funding and participate in the design. Based on initial architectural drawings that we have had done, along with additional site work that will be necessary, we would roughly guess the project could be close to \$1 million all in. SMPAC is committed to do its part to raise some of the funds from donors and to seek grants, such as the upcoming 2021 Good to Great grants for arts organizations. However, in the wake of the pandemic, our reserves have been somewhat depleted and all donors are being tapped out. So, we would hope that the majority of the cost for this building, that the town will own, will actually come from the town.

The construction of Phase II has been envisioned since 2005, when the band shell was built. It is important to the viability of the SMPAC because it will enable us to eliminate the rental of ugly trailers each year at great expense. It will also provide multipurpose rooms that can be used for storage of sound and lighting equipment between concerts. And for the public, it will remove the eyesore of those trailers!

**3. Lightning Protection**

Our third capital expense request is to install a full lightning protection system for the band shell and sound towers, which are currently unprotected. A lightning protection system will ensure that the



destructive power of a lightning strike would be directed safely into the ground, leaving the structure, personnel, and equipment unharmed. The estimated cost of this project is \$10,200.

#### **4. Electrical upgrades**

Our fourth capital expense request is to address the need for electrical connections on the east boundary of the grass field, to enable food trucks & other vendors to have a quiet source of power during performances, and to enable lighting of the port-a-potties. Currently we must hire a contractor to set up temporary wiring and panels for each event, costing us approximately \$30,000 on an annual basis and \$3,000 for each of our large-scale event days. This per event cost is prohibitive for any smaller event. Since those are all we are allowed to have under COVID restrictions on public gatherings, this has been a barrier to many events. We had an electrician estimate the cost of installing the necessary panels, conduit, and wiring to meet these needs in 2018. Including electrical cost and trenching costs, he estimated \$51,000 two years ago.

#### **5. Maintenance**

We also are requesting maintenance of the C & D parking lots. The tree branches need to be cut back because they are encroaching on the parking spaces. This diminishes available parking and therefore diminishes our revenue potential. Again, this is not so much of a capital request as a grounds maintenance request. We were told last year in an email from Maria, that this would be done in the spring of 2020. (Actually, winter would be the easiest time to do it!) With COVID, it has not been an urgent need, so we did not push the matter, but it still needs to be done.

We know your Parks and Rec staff has already recognized the need to repair the water damage on the band shell ceiling. Due to the porous surface of the roof frontage, rain makes its way into the ceiling and follows the path of least resistance through all of the lighting fixtures causing visible damage to the ceiling structure on the far left and right sides. In the interest of not letting things fall off the radar, we thought we should put this on the list as well. Like the branch cutting in lots C & D, this project was to be taken care of as a short-term solution, in the spring in advance of our season, according to the email from Maria. Orlando noted that the design/ceiling material is not ideal, which is the cause of the recurring problem. In the long-term Maria suggested that a ceiling material upgrade (capital project) would help to rectify this ongoing problem. Either short-term or long-term solution is fine with us.

Thank you for your consideration and for your support of the SMPAC! Once we complete these projects, we do not envision needing further capital investment by the town.

Sincerely,

Linda Schofield, Board Chair, and Missy DiNunno, Executive Director

Cc: Eric Wellman, First Selectman  
Sean Askham, Deputy First Selectman

**Town of Simsbury  
Levy Calculation Worksheet  
Board of Selectmen Approved Budget  
FY2021/22**

	<b>FY2020/21 Budget</b>	<b>FY2021/22 Projected</b>	<b>Change</b>	<b>Percent Change</b>
Town Operating Budget	\$ 23,214,826	\$ 23,952,694	\$ 737,868	3.18%
Operating Transfers	889,811	935,041	45,230	5.08%
Total Town Budget	24,104,637	24,887,734	783,097	3.25%
School Operating Budget	72,309,061	73,668,930	1,359,869	1.88%
Non-Public School Budget	551,383	564,650	13,267	2.41%
Debt Service & Capital	5,471,465	7,807,287	2,335,822	42.69%
Gross Expenditures	102,436,546	106,928,601	4,492,055	4.39%
Anticipated Revenue	10,013,768	9,952,194	(61,574)	-0.61%
Use of Fund Balance (Transfers)	-	1,257,930	1,257,930	#DIV/0!
Use of Fund Balance (Mill Rate Relief)	-	-	-	#DIV/0!
Total Revenue and Approp of Fund Balance	10,013,768	11,210,124	1,196,356	11.95%
Net Expenditures	\$ 92,422,778	\$ 95,718,477	\$ 3,295,699	3.57%

**Assumptions:**

1. Pension - Mortality tables w/20 year amortization
2. Includes the following increase in Agency Funding Reqt  
SPIRIT Council \$22,000  
Meals on Wheels \$2,000 (Paid by Darling Trust)
3. Includes the following Service Improvements  
Parks & Rec Maintenance Technician \$96,982  
Assessor Temp Position \$55,603  
P&R Professional Development \$2,500  
Police De-escalation Training \$8,612  
Library Materials \$8,000

**Mill Rate Calculation**

Property Taxes				
Town Tax Relief Programs	(392,500)	(392,500)		
Supplemental Auto	1,000,000	920,000		
Property Taxes	84,388,194	87,175,690		
Car Taxes	7,427,084	8,015,287		
Total Property Taxes	92,422,778	95,718,477		
Net Grand List (non-vehicle)	2,309,777,494	2,370,304,666		
Tax Collection Rate	98.50%	98.50%		
<b>Mill Rate</b>	<b>37.09</b>	<b>37.34</b>	<b>0.25</b>	<b>0.67%</b>
<b>Fire</b>	<b>1.19</b>	<b>1.19</b>	<b>-</b>	<b>0.00%</b>
<b>Total Mill Rate</b>	<b>38.28</b>	<b>38.53</b>	<b>0.25</b>	<b>0.65%</b>
<b>Median Home Impact</b>	<b>7,963</b>	<b>8,017</b>	<b>53</b>	

**SERVICE IMPROVEMENT REQUESTS**

<b>Department</b>	<b>Description</b>	<b>Cost</b>	<b>Estimated Revenue</b>	<b>Total Cost</b>
Culture, Parks & Rec	Facility Maintenance Technician	\$ 96,982	\$ -	\$ 96,982
Culture, Parks & Rec	Parks Maintenance Staff Training and Professional Development	\$ 2,500	\$ -	\$ 2,500
Culture, Parks & Rec	Iron Horse Dog Park	\$ 2,000	\$ -	\$ 2,000
Culture, Parks & Rec	Community Programs	\$ 5,200	\$ -	\$ 5,200
Library	Restoration of Funds for Children's Material	\$ 8,100	\$ -	\$ 8,100
Public Works	Intern - seasonal	\$ 1,760	\$ -	\$ 1,760
Public Works	Energy Specialist Consulting Services	\$ 25,000	\$ -	\$ 25,000
Public Works	Part-Time Clerical Supprt	\$ 20,497	\$ -	\$ 20,497
Public Works	Intern	\$ 14,077	\$ -	\$ 14,077
Public Works	Field Inspector, CAD Tech	\$ 104,397	\$ -	\$ 104,397
Public Works	Deputy Director	\$ 176,525	\$ -	\$ 176,525
Police	Patrol Officer	\$ 142,036	\$ -	\$ 142,036
Police	Patrol Officer	\$ 142,036	\$ -	\$ 142,036
Police	Patrol Officer	\$ 142,036	\$ -	\$ 142,036
Police	CALEA Specialist	\$ 116,417	\$ -	\$ 116,417
Police	OT Training - Deescalation training	\$ 8,612	\$ -	\$ 8,612
Police	OT Training - Scenario-based training	\$ 8,612	\$ -	\$ 8,612
Social Services	DEI Data Collection & Analysis and Technical Advice	\$ 25,000	\$ 3,000	\$ 22,000
Social Services	SPIRIT Council Marketing	\$ 11,000	\$ 2,000	\$ 9,000
Assessor/Tax Collector	Shared position	\$ 42,745	\$ -	\$ 42,745
Multiple	Marketing/communications for community service dept programs	\$ 10,000	\$ -	\$ 10,000
<b>TOTAL</b>		<b>\$ 1,105,530</b>	<b>\$ 5,000</b>	<b>\$ 1,100,530</b>

**POSITION TABLES**

<b>Department</b>	<b>FY 19/20 Actual FTE</b>	<b>FY 20/21 Budgeted FTE</b>	<b>FY 21/22 Proposed FTE</b>
<b>Town Manager's Office</b>	4.00	4.00	4.00
<b>Finance</b>			
Administration	3.50	4.00	4.00
Revenue	1.83	1.83	1.83
Assessor	3.00	3.00	3.00
<b>Town Clerk</b>	3.00	3.00	3.00
<b>Planning &amp; Community Development</b>			
Planning	4.00	4.00	4.00
Building	3.54	3.54	3.54
<b>Information Technology</b>	2.00	2.00	2.00
<b>Engineering</b>	2.71	2.71	2.71
<b>Library</b>			
Administration	11.43	11.43	11.43
Adult Services	5.80	5.80	5.80
Children's Services	6.00	6.00	6.00
<b>Public Works</b>			
Administration	3.00	3.00	3.00
Highway	20.00	20.00	20.00
Facilities	7.35	7.35	7.35
WPCA	11.00	11.00	11.00
<b>Police</b>			
Uniformed	39.00	40.00	40.00
Civilian	13.36	13.36	13.36
<b>Social Services</b>	6.45	6.45	6.45
<b>Culture, Parks &amp; Recreation</b>			
Administration	3.00	3.00	3.00
Parks	9.00	9.00	10.00*
Golf Course	6.00	6.00	6.00
<b>TOTAL</b>	<b>168.97</b>	<b>170.47</b>	<b>171.47</b>

*\*If position is reauthorized by Board of Selectmen; not included in budgeted salaries.*



**BENCHMARKING**

Town	Population	FY 20/21 Mill Rate	FY 20/21 Mill Rate (with Fire District)	FY 20/21 General Fund Unassigned	FY 20/21 General Fund Unassigned as a Percentage of General Fund	Change in General Fund Unassigned as a Percentage of General Fund	Total Debt	Debt Per Capita	Change in Debt per Capita from Previous Fiscal Year to Current	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (General Gov.)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Board of Ed.)	Change in Total Pension Liability (Gov) from Previous Year	Change in Total Pension Liability (BOE) from Previous Year	2020 Net Grand List	Change from Previous Year
<b>SIMSBURY</b>	<b>24,979</b>	<b>37.09</b>	<b>38.28</b>	<b>\$17,982,144</b>	<b>16.72%</b>	<b>0.02%</b>	<b>\$39,093,168</b>	<b>\$1,252</b>	<b>-\$879</b>	<b>70.35%</b>	<b>73.05%</b>	<b>-5.24%</b>	<b>-1.70%</b>	<b>2,510,013,873</b>	<b>2.66%</b>
AVON	18,302	32.90		\$12,722,454	13.08%	0.62%	\$20,010,000	\$1,106	-\$1,564	45.91%	83.45%	0.84%	-4.61%	2,573,057,212	0.53%
BLOOMFIELD	21,301	35.01	38.76	\$22,506,929	25.50%	4.94%	\$58,395,000	\$2,036	-\$1,861	71.84%		-2.03%			
CANTON	10,270	32.59		\$7,607,651	18.70%	1.44%	\$15,071,713	\$1,794	-\$393	73.97%		1.87%		1,091,906,174	1.02%
FARMINGTON	25,506	27.97		\$16,147,323	14.63%	1.29%	\$75,441,622	\$2,828	\$109	66.04%		-6.74%		3,700,112,607	0.84%
GLASTONBURY	34,491	36.90		\$30,073,812	18.10%	0.66%	\$35,085,000	\$1,671	-\$1,701	68.08%		-4.41%		4,279,213,990	1.28%
GRANBY	11,375	39.61		\$8,927,497	16.94%	4.08%	\$10,195,000	\$1,533	-\$515	83.19%		-3.41%		1,022,038,770	1.71%
SOUTH WINDSOR	26,054	37.88		\$22,780,140	18.58%	5.66%	\$79,471,584	\$2,936	-\$660	70.03%	85.01%	1.77%	0.58%	2,853,993,034	3.07%
WEST HARTFORD	62,939	41.80		\$25,188,000	8.50%	-1.05%	\$135,210,000	\$2,337	-\$3,644	40.46%		-4.02%		6,368,328,344	0.82%
WINDSOR	28,760	33.11		\$28,037,362	23.00%	-0.41%	\$52,100,000	\$1,360	-\$417	70.55%		-8.35%		3,154,746,753	1.46%
<b>AVERAGE^</b>	<b>26,555</b>	<b>35.31</b>	<b>38.76</b>	<b>\$19,332,352</b>	<b>17.45%</b>	<b>1.91%</b>	<b>53,442,213</b>	<b>\$1,956</b>	<b>-\$1,183</b>	<b>65.56%</b>	<b>84.23%</b>	<b>-2.72%</b>	<b>-2.02%</b>	<b>3,130,424,611</b>	<b>1.34%</b>
<b>MEDIAN^</b>	<b>25,506</b>	<b>35.01</b>	<b>38.76</b>	<b>\$22,506,929</b>	<b>18.10%</b>	<b>1.29%</b>	<b>52,100,000</b>	<b>\$1,794</b>	<b>-\$660</b>	<b>70.03%</b>	<b>84.23%</b>	<b>-3.41%</b>	<b>-2.02%</b>	<b>3,004,369,894</b>	<b>1.02%</b>
<b>Simsbury - Average</b>	<b>-1,576</b>	<b>1.78</b>	<b>-0.48</b>	<b>-\$1,350,208</b>	<b>-0.73%</b>	<b>-1.89%</b>	<b>-14,349,045</b>	<b>-\$704</b>	<b>\$304</b>	<b>4.79%</b>	<b>-11.18%</b>	<b>-2.52%</b>	<b>0.32%</b>	<b>-620,410,738</b>	<b>1.32%</b>

Population, Debt Per Capita and Equalized Net Grand List values retrieved from OPM Municipal Fiscal Indicators, values are for FY 17/18 as that is the most current version filed with OPM

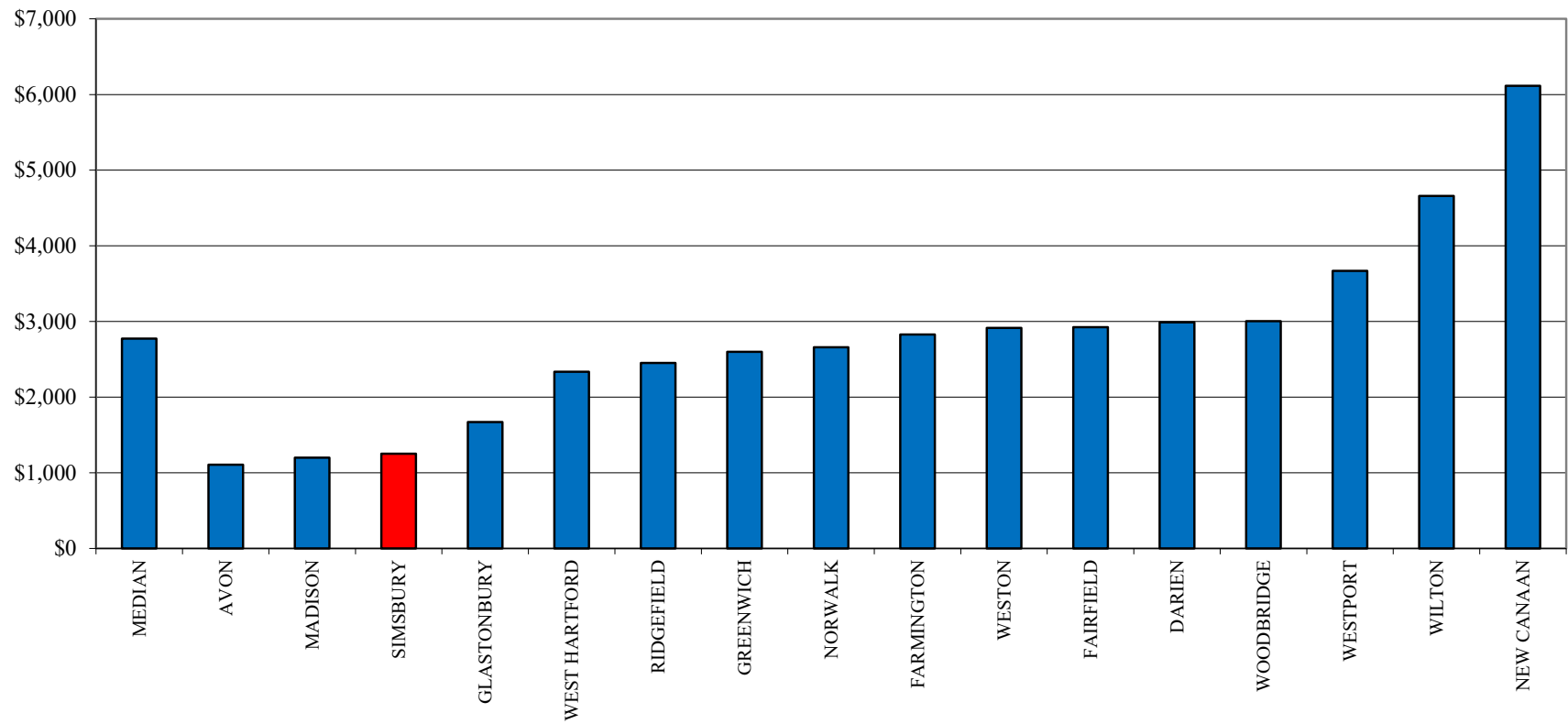
All other data was found on Town websites and using the most current CAFR available on each website

^ Does not include Simsbury data

\*The Equalized Net Grand List is the estimate of the market value of all taxable property in a municipality.

### Direct Net Debt Per Capita (CT Aaa Towns)

Source: Connecticut Fiscal Indicators 2018



**2020-2021 BOARD OF SELECTMEN GOALS**

**Adopted August 10, 2020**

Topic Area	Goals
<b>Financial Management</b>	Engage in long range planning of Capital between BOS, BOF and BOE
	Explore shared services between Town of Simsbury and Simsbury Board of Education
	Update financial benchmarking for the BOS and BOF
	Complete revenue fund analysis; implement recommendations
	Demonstrate how tax dollars are distributed; show impact on median valued home
<b>Maintaining Quality of Life/Community Character</b>	Support the work of the SPIRIT Council
	Research ability to upgrade signage on state roads
<b>Fostering an Engaged, High Quality Workforce</b>	Facilitate employee engagement opportunities
	Create executive coaching & 360 feedback opportunities for employees
	Invest in our workforce through professional development opportunities
<b>Parks &amp; Recreation</b>	Explore Pollinator Pathways opportunities
	Explore the Open Space Ranger Program
	Disc Golf - create a capital project for disc golf
	Splash Pad - create a capital project for a splash pad; seek donations and grants
<b>Infrastructure</b>	Prepare visual of what North End of Town will look like after Big Y and Sidewalks are complete
	Advocate for expansion of water and gas line installation; increase coordination between utilities
	Improve cell service in town
	Parking improvements (not an all inclusive list): DOT commuter lots, contiguous business parking, parking on Route 10/lined parking on-street
	Research underground utilities for center of town
<b>Transportation</b>	Advocate for improvements to DOT timing of lights on Hopmeadow in Weatogue
	Increase bus service; explore opportunities for fixed route service
<b>EDC</b>	Complete research on business incentive policy, provide recommendations to update the policy
	Conduct business outreach visits; collect and track feedback received on the visits
	Identify infrastructure improvements that the town can support to help entrepreneurs be successful
	Assist with promoting 350th Anniversary events
	Complete marketing materials refresh for tourism, real estate, and business recruitment purposes
	Improve wayfinding signage
	Develop a plan for co-working space(s)



# Town of Simsbury

**Town Manager Goals, July 1, 2020 – June 30, 2021**  
*Adopted June 22, 2020 by Board of Selectmen*

**Human Resources/Labor Relations**

<i>Priority</i>	<i>Goal</i>
High	Complete negotiations for successor collective bargaining agreements with: AFSCME (parks and public works), dispatchers, and all 3 unions represented by CSEA. Implement wage, benefits, and other ratified changes.
High	Conduct third annual leadership retreat, with a focus on creating a diverse workforce and inclusive workplace.
High	Research and conduct other professional development opportunities for executive coaching/small group/departmental work (funds permitting). Proceed with customer service and anti-harassment training for staff.
Medium	Proceed with implementation of new vendor for defined contribution and deferred compensation administrative services.
Medium	Issue a RFQ for pension counsel.
Low	Issue a RFQ for pension and OPEB actuarial services.

**Economic Development**

<i>Priority</i>	<i>Goal</i>
High	Support business recovery due to the pandemic. Work collaboratively with the Economic Development Commission, Town staff, Main Street Partnership, Chamber of Commerce, and other organizations that support the business community.
Medium	Working with the Economic Development Commission, conduct visitations and outreach with the business community.
Medium	Working with the Economic Development Commission, complete research on business incentive policy. Provide recommendations to update the policy to the Board of Selectmen.
Medium	Assist special villages with initiatives related to special events, infrastructure improvements, and economic development.



# Town of Simsbury

## **Financial Management**

<i>Priority</i>	<i>Goal</i>
High	Prepare and submit FY 21/22 operating and capital budgets in accordance with Charter timeline requirements. Continue to quantify our baseline and capital needs. Incorporate data from the Parks and Open Space Master Plan and the Facilities Master plan into our capital budgeting.
High	Monitor revenues, expenditures and cash flow due to the pandemic to maintain financial stability.
High	Continue implementation of our new financial management and human resources software system. Implement electronic timekeeping and leave accruals for our workforce.
Medium	Engage in long range planning for operating and capital budgeting purposes. Facilitate planning between the Boards of Selectmen, Finance, and Education when appropriate.
Medium	Support the work group to review recommendations from the Parks and Recreation Special Revenue Fund analysis. Implement recommendations as feasible.
Low	Continue to update our financial benchmarking data annually.

## **Special Projects**

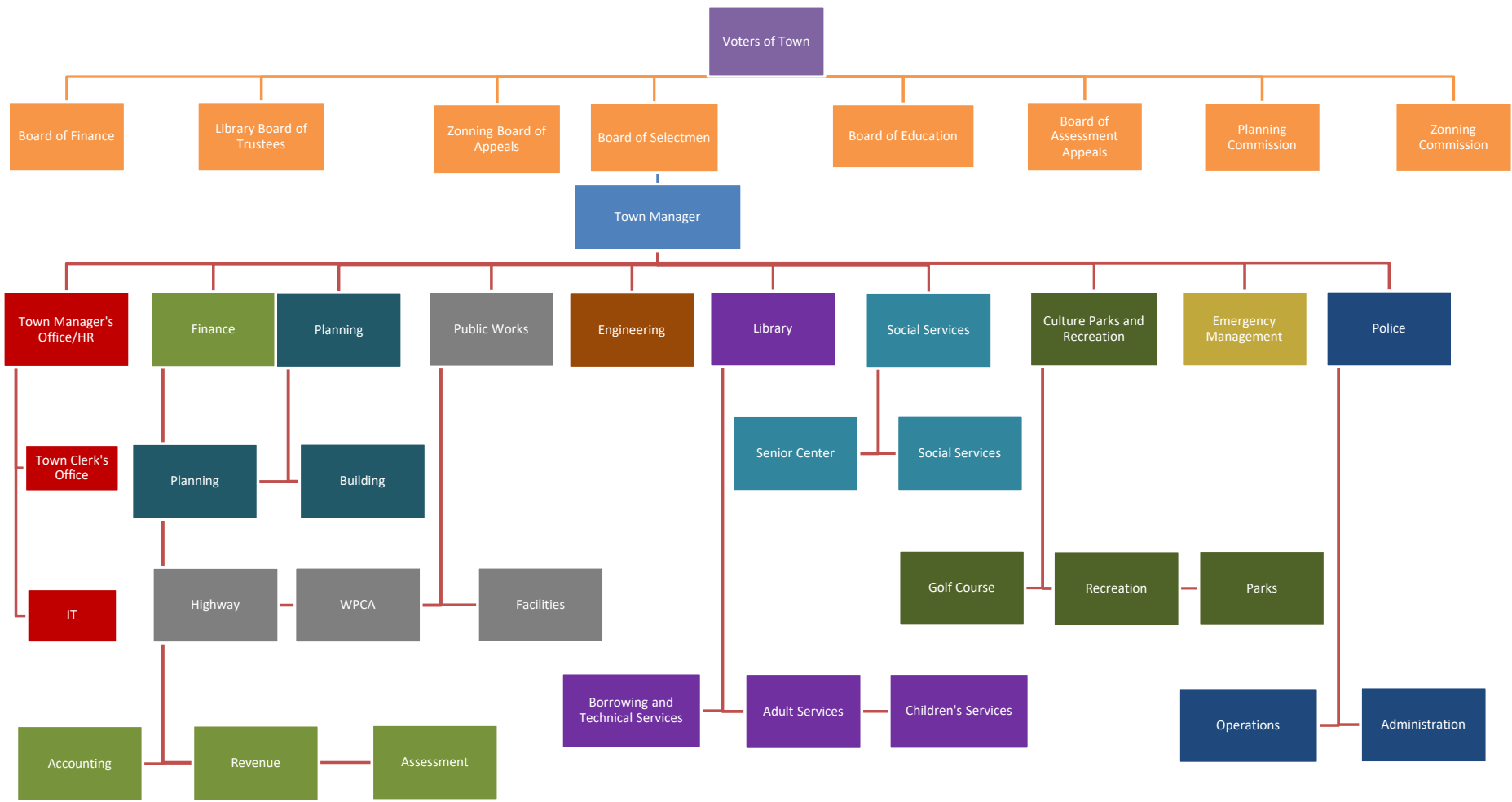
<i>Priority</i>	<i>Goal</i>
High	Continue to coordinate the Town's response to the pandemic. Focus on the health, safety, and recovery of the community and the organization. Support residents with unmet needs during this unprecedented time.
High	Complete the public safety radio system upgrade.
High	Proceed with and implement the body camera project for the Police Department.
High	Support the Board's vision for a diverse and inclusive community through special projects, initiatives, and policies.
High	Evaluate opportunities for sharing financial management services with the Board of Education on a more permanent basis. Evaluate feasibility of shared Information Technology services. Formally document existing shared service arrangements with the BOE.
High	Facilitate the potential Meadowood open space acquisition.



# Town of Simsbury

## **Special Projects Continued**

<i>Priority</i>	<i>Goal</i>
Medium	Complete the Parks and Open Space Master Plan.
Medium	Complete the Town Facilities Master Plan. Select work order system.
Medium	Complete ordinance review work: Proposed Ordinance to Prohibit the Intentional Feeding of Wildlife; Proposed Ordinance to Regulate Short-Term Rentals; Proposed Revisions to the Volunteer Firefighter and Ambulance Personnel Tax Abatement Ordinance.
Medium	Support the work of the 350 <sup>th</sup> Anniversary Committee and events.
Low	Submit a proposal to the Board of Selectmen to create a senior services volunteer driving program to expand resources for our senior transportation network.
Low	Update our open space stewardship and acquisition policies. Develop open space land management policies and updates to our agricultural leases. Develop a ranger program.
Low	Support and coordinate fundraising and planning efforts for a future splash pad project.

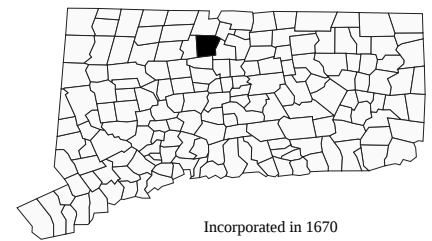


# Simsbury, Connecticut

CERC Town Profile 2019 *Produced by Connecticut Data Collaborative*

**Town Hall**  
P.O. Box 495  
Simsbury, CT 06070  
(860) 658-3230

*Belongs To*  
Hartford County  
LMA Hartford  
Capitol Region Planning Area



Incorporated in 1670

## Demographics

### Population

	Town	County	State
2000	23,234	857,183	3,405,565
2010	23,511	894,014	3,574,097
2013-2017	24,307	897,417	3,594,478
2020	22,364	925,492	3,604,591
'17 - '20 Growth / Yr	-2.9%	1.0%	0.1%

	Town	County	State
Land Area (sq. miles)	34	735	4,842
Pop./Sq. Mile (2013-2017)	717	1,221	742
Median Age (2013-2017)	45	40	41
Households (2013-2017)	9,056	348,871	1,361,755
Med. HH Inc. (2013-2017)	\$116,444	\$69,936	\$73,781

	Town	State
Veterans (2013-2017)	1,362	180,111

### Age Distribution (2013-2017)

	0-4		5-14		15-24		25-44		45-64		65+		Total	
Town	1,046	4%	3,597	15%	2,733	11%	4,863	20%	8,056	33%	4,012	17%	24,307	100%
County	47,813	5%	108,578	12%	118,163	13%	226,627	25%	251,235	28%	145,001	16%	897,417	100%
State	186,188	5%	432,367	12%	495,626	14%	872,640	24%	1,031,900	29%	575,757	16%	3,594,478	100%

### Race/Ethnicity (2013-2017)

	Town	County	State
White Non-Hisp	21,243	560,997	2,446,049
Black Non-Hisp	487	114,711	350,820
Asian Non-Hisp	921	45,178	154,910
Native American Non-Hisp	214	1,338	5,201
Other/Multi-Race Non-Hisp	264	20,039	84,935
Hispanic or Latino	1,178	154,977	551,916

	Town	County	State
Poverty Rate (2013-2017)	3.5%	11.2%	10.1%

### Educational Attainment (2013-2017)

	Town	County	State	
High School Graduate	1,784	11%	673,582	27%
Associates Degree	1,099	6%	188,481	8%
Bachelors or Higher	11,328	67%	953,199	38%

## Economics

### Business Profile (2018)

Sector	Units	Employment
Total - All Industries	799	8,351
23 - Construction	47	245
31-33 - Manufacturing	14	593
44-45 - Retail Trade	60	1,113
52 - Finance and Insurance	64	985
72 - Accommodation and Food Services	54	952
Total Government	22	1,146

### Top Five Grand List (2018)

	Amount
CONNECTICUT LIGHT AND POWER CO	\$34,653,950
E&A/I&G SIMSBURY COMMONS LP	\$25,952,630
SIMSBURY DEVELOPERS LLC	\$21,774,600
DORSET CROSSING APARTMENTS LLC	\$19,533,560
EXECUTIVE RISK INDEMNITY INC	\$16,473,460
Net Grand List (SFY 2016-2017)	\$2,292,414,936

### Major Employers (2017)

Hartford Life Insurance Co	Hartford Investment Fncl Svc
McLean	Ensign-Bickford Industries Inc
Chubb Insurance	

## Education

### 2018-2019 School Year

	Grades	Enrollment
Simsbury School District	PK-12	4080

### Smarter Balanced Test Percent Above Goal (2017-2018)

	Grade 3		Grade 4		Grade 8	
	Town	State	Town	State	Town	State
Math	66.8%	53.8%	64.5%	51.3%	66.8%	43.0%
ELA	72.9%	53.1%	81.9%	54.9%	83.9%	56.1%

### Pre-K Enrollment (PSIS)

	2018-2019
Simsbury School District	43

### Rate of Chronic Absenteeism (2017-2018)

	All
Connecticut	10.7%
Simsbury School District	5.1%

### 4-Year Cohort Graduation Rate (2017-2018)

	All	Female	Male
Connecticut	88.3%	91.8%	85.1%
Simsbury School District	94.2%	94.8%	93.6%

### Public vs Private Enrollment (2013-2017)

	Town	County	State
Public	85.9%	89.4%	86.8%
Private	14.1%	10.6%	13.2%



# Simsbury, Connecticut

CERC Town Profile 2019



Connecticut  
Economic  
Resource Center

## Government

Government Form: Selectman - Town Meeting

Total Revenue (2017)	\$107,236,920	Total Expenditures (2017)	\$104,964,845	Annual Debt Service (2017)	\$7,043,286
Tax Revenue	\$85,638,921	Education	\$80,381,153	As % of Expenditures	6.7%
Non-tax Revenue	\$21,597,999	Other	\$24,583,692	Eq. Net Grand List (2017)	\$3,600,147,476
Intergovernmental	\$20,134,283	Total Indebtedness (2017)	\$36,451,809	Per Capita	\$144,283
Per Capita Tax (2017)	\$3,426	As % of Expenditures	34.7%	As % of State Average	95.6%
As % of State Average	116.9%	Per Capita	\$1,461	Moody's Bond Rating (2017)	Aaa
		As % of State Average	58.1%	Actual Mill Rate (2017)	37.12
				Equalized Mill Rate (2017)	23.74
				% of Net Grand List Com/Ind (2017)	11.1%

## Housing/Real Estate

Housing Stock (2013-2017)

	Town	County	State
Total Units	9,490	377,840	1,507,711
% Single Unit (2013-2017)	79.0%	55.6%	59.2%
New Permits Auth (2017)	64	957	4,547
As % Existing Units	0.7%	0.3%	0.3%
Demolitions (2017)	1	509	1,403
Home Sales	NA	4,581	21,880
Median Price	\$327,800	\$235,300	\$270,100
Built Pre-1950 share	13.0%	27.8%	29.3%
Owner Occupied Dwellings	7,510	225,378	906,798
As % Total Dwellings	82.9%	64.6%	66.6%
Subsidized Housing (2018)	427	52,368	167,879

Distribution of House Sales

	Town	County	State
Less than \$100,000	NA	59	536
\$100,000-\$199,999	NA	1,524	5,237
\$200,000-\$299,999	NA	1,642	6,681
\$300,000-\$399,999	NA	721	3,863
\$400,000 or More	NA	635	5,563

Rental (2013-2017)

	Town	County	State
Median Rent	\$1,241	\$1,044	\$1,123
Cost-burdened Renters	44.7%	50.1%	52.3%

## Labor Force

	Town	County	State
Residents Employed	13,356	459,939	1,827,070
Residents Unemployed	389	20,380	78,242
Unemployment Rate	2.8%	4.2%	4.1%
Self-Employed Rate	12.1%	7.7%	10.0%
Total Employers	799	28,871	122,067
Total Employed	8,351	510,814	1,673,867

Connecticut Commuters (2015)

Commuters Into Town From:	Town Residents Commuting To:
Simsbury, CT	Hartford, CT
West Hartford, CT	Simsbury, CT
Granby, CT	Farmington, CT
Avon, CT	Windsor, CT
Hartford, CT	Bloomfield, CT
Canton, CT	West Hartford, CT
Farmington, CT	Avon, CT

## Quality of Life

Crime Rates (per 100,000 residents) (2017)

	Town	State
Property	675	1,777
Violent	16	228

Disengaged Youth (2013-2017)

	Town	State
Female	0.0%	4.2%
Male	0.0%	5.6%

	Town
Library circulation per capita	15.56

Distance to Major Cities

	Miles
Hartford	10
Providence	73
Boston	98
New York City	102
Montreal	257

Residential Utilities

<b>Electric Provider</b>
Eversource Energy (800) 286-2000
<b>Gas Provider</b>
CNG Corp (860) 727-3000
<b>Water Provider</b>
Aquarion Water Company (800) 732-9678
<b>Cable Provider</b>
Comcast Hartford (800) 266-2278